



Excel Chapter 12: Workbook Completion



LABYRINTH
LEARNING™

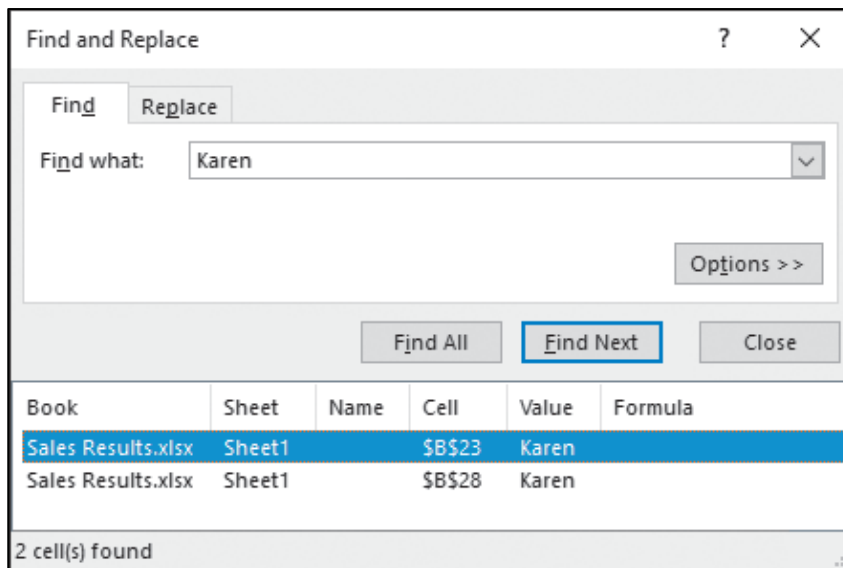
Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Use Find and Go To to navigate a workbook
 - ▲ Create hyperlinks for navigation
 - ▲ Insert comments
 - ▲ Add alt text to objects
 - ▲ Inspect your workbook
 - ▲ Protect your workbook

Alternative Navigation Methods

■ Using Find

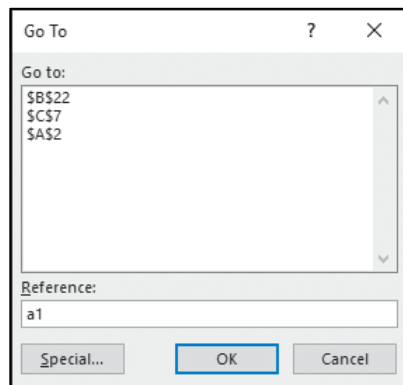
▲ Search for specific text or values



Alternative Navigation Methods (cont.)

■ Using Go To or the Name box

- ▲ Search for a known location to jump to that cell
- ▲ Go To dialog box lists up to four recently used cell locations and/or defined names



- ## ■ Type a cell reference in the Name box and tap [Enter] to jump to it

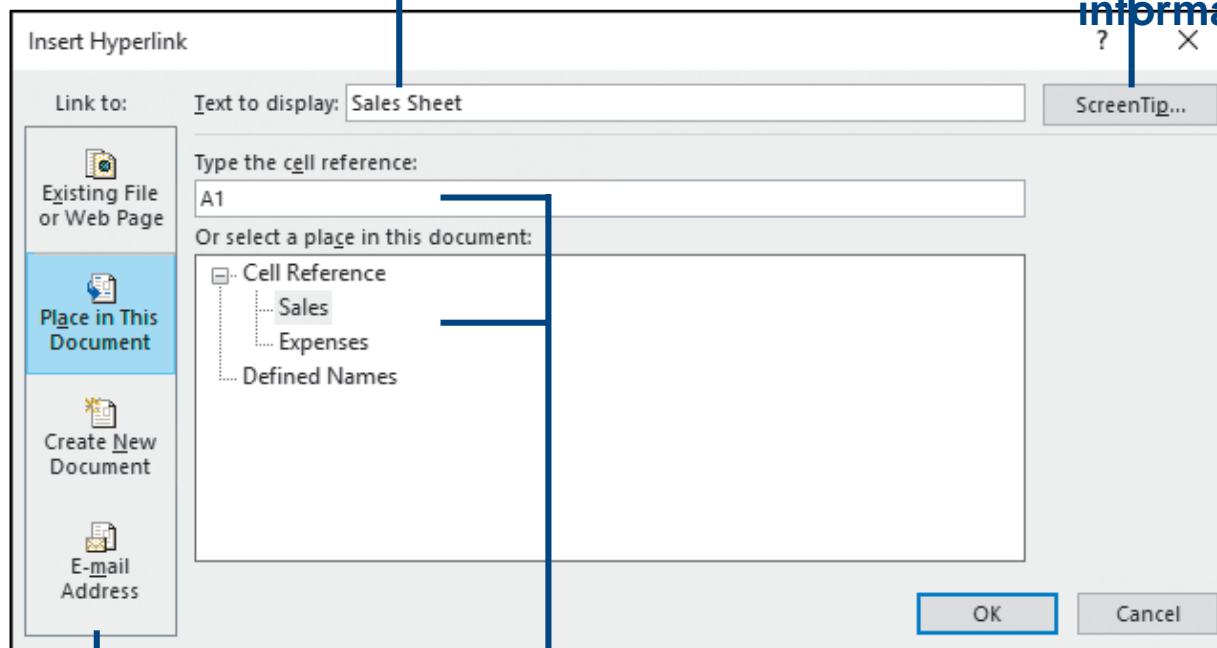


Alternative Navigation Methods (cont.)

■ Inserting hyperlinks for navigation

Type the text to display or
leave text already displayed.

ScreenTip can be added to
give additional
information.

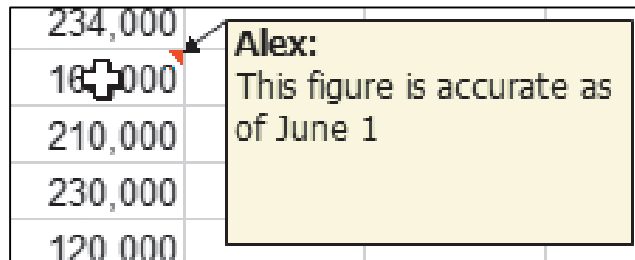


Choose what
to link to first.

Type a cell reference or choose a
place in the document to link to.

Inserting and Viewing Comments

- Use comments to collaborate with reviewers without cluttering up the worksheet
 - ▲ Comments are indicated with a red triangle in the upper-right corner of the cell
 - ▲ Hover over the cell to display the comment

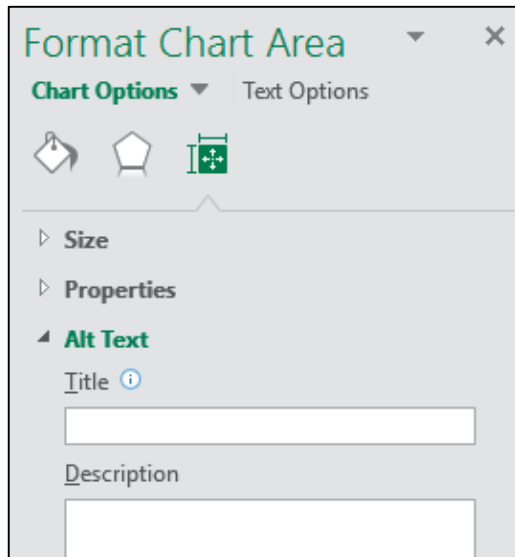


The screenshot shows a portion of an Excel worksheet with a grid of cells. The first column contains the values 234,000, 180,000, 210,000, 230,000, and 120,000. The second column is empty. A red triangle in the upper-right corner of cell B2 (containing 180,000) indicates a comment. A yellow comment box is displayed to the right of the cell, containing the text 'Alex: This figure is accurate as of June 1'.

234,000	
180,000	
210,000	
230,000	
120,000	

Adding Alternative Text to Objects for Accessibility

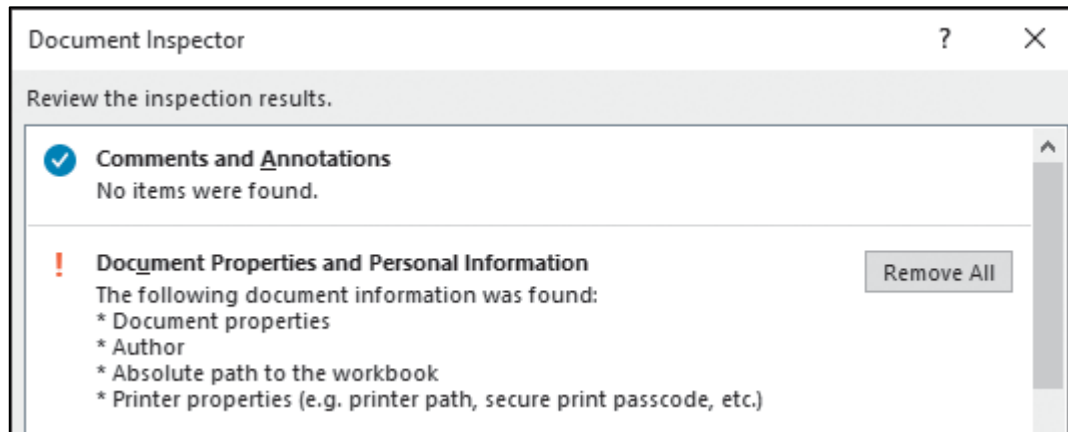
- Helps people with visual or other impairments to see or understand the object
- Add alternative text to the object properties using the Format pane



For this chart object, a title and description could be added

Inspecting Your Workbook

- Inspect a workbook for hidden properties or personal information
 - ▲ Before running Document Inspector, save a copy of the worksheet



Nothing is removed until you choose to do so – you cannot remove specific items in a category.

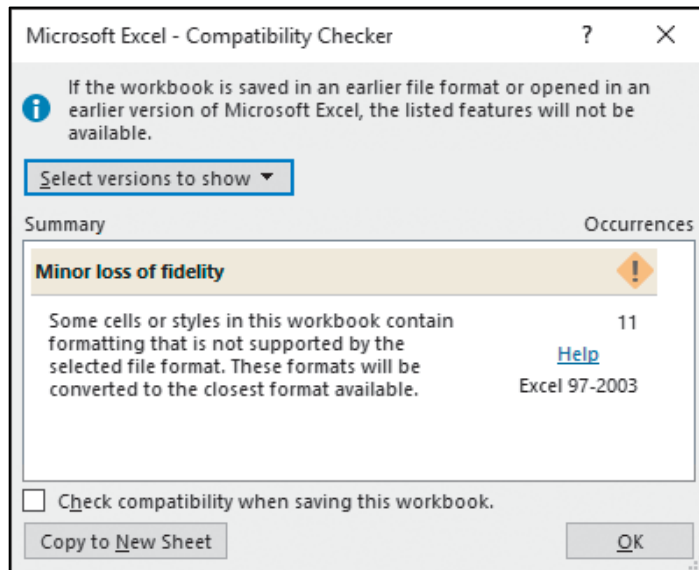
Inspecting Your Workbook (cont.)

■ Inspect a workbook for accessibility

- ▲ Alerts you to accessibility issues: Error, Warning, or Tip

■ Inspect a workbook for compatibility

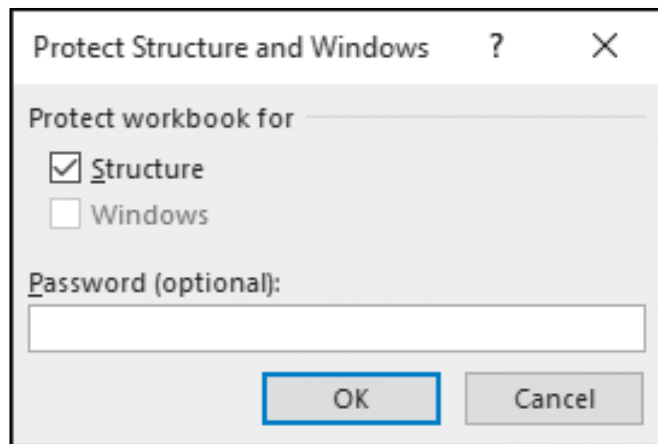
- ▲ Some content may not be available to a person using an older Excel version



Workbook Protection

■ Protect workbook structure

- ▲ Cannot add, delete, rename, move, or copy worksheets
- ▲ Does not prevent contents from being changed



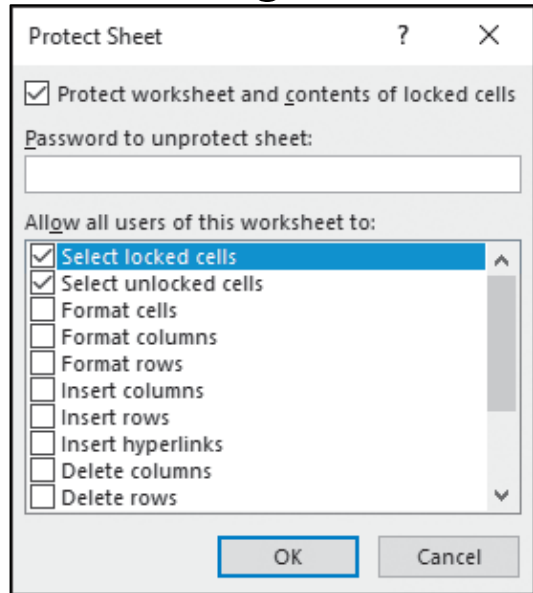
Optional password protection

Warning! There is no way to recover a password – write it down somewhere safe.

Workbook Protection (cont.)

■ Protect a worksheet

- ▲ Protects the data from changes, or selecting or formatting cells



Check or uncheck options to protect.

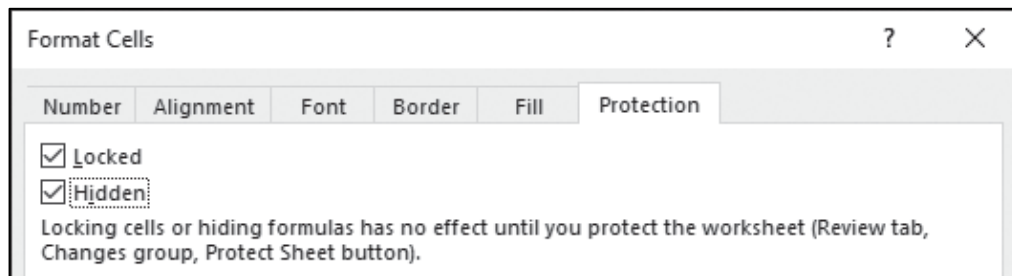
- ▲ Must protect each worksheet individually



Workbook Protection (cont.)

■ Lock cells and hide formulas

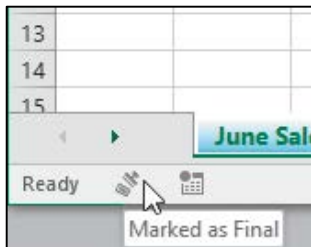
- ▲ Choose which cells users are allowed to edit
 - ◆ All cells are locked by default
 - ◆ Unlock cells you want unlocked for input, then turn on worksheet protection
- ▲ Hide formulas – not the results – on a worksheet



Workbook Protection (cont.)

■ Mark as final

- ▲ No changes allowed to workbook, worksheets, or cells
- ▲ Users can turn off the option
- ▲ Mark as Final icon displays on status bar



■ Encrypt with a password

- ▲ File cannot be accessed without a password