



FastCourse Series

# Chapter 4: Workbook Completion



**LABYRINTH**  
LEARNING™

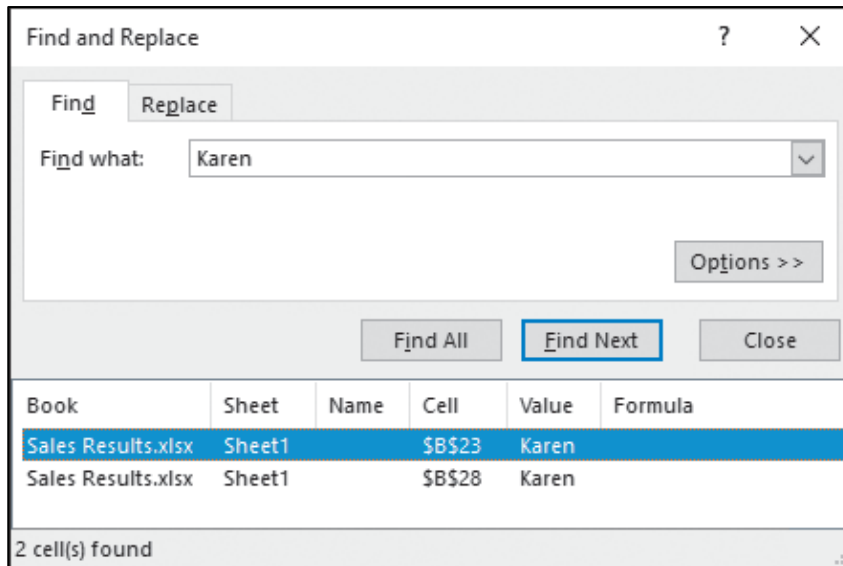
# Learning Objectives

- 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

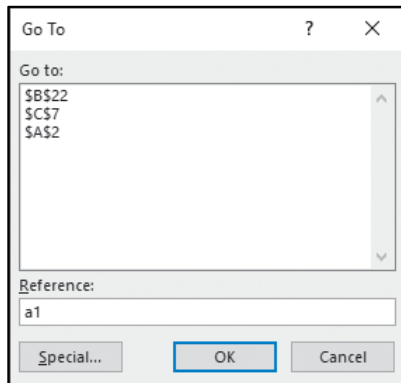
### ▲ Search for specific text or values



# 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

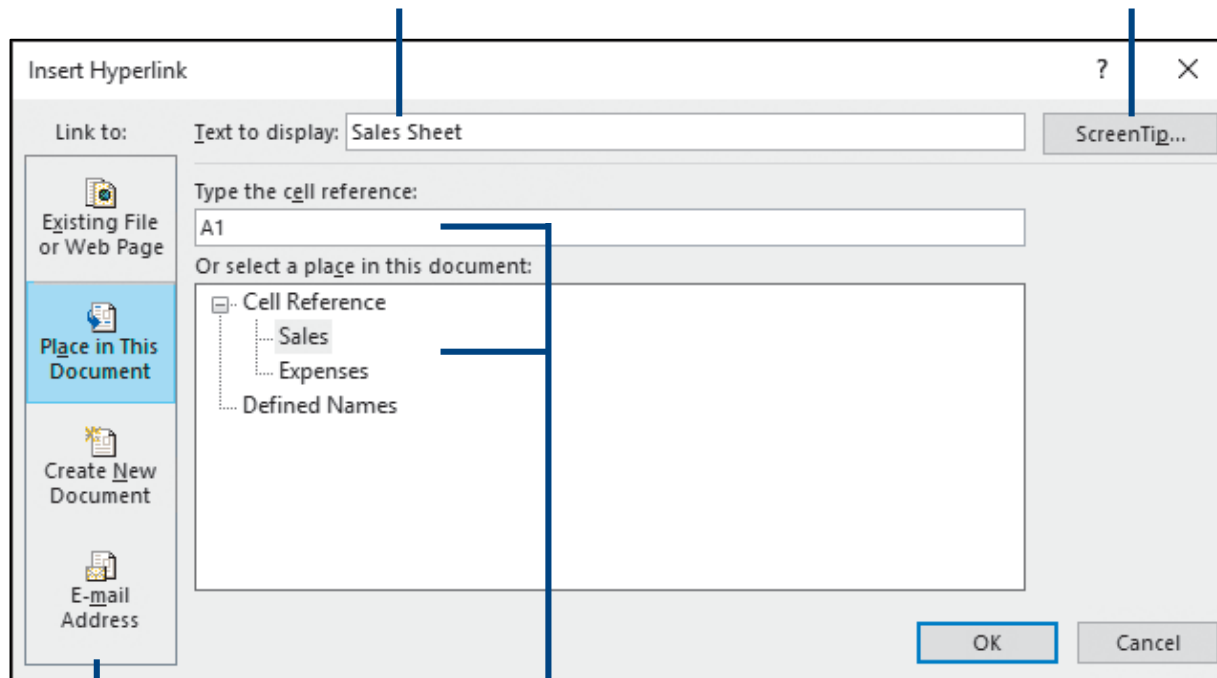


# Alternative Navigation Methods (cont.)

## ■ Inserting hyperlinks for navigation

Type the text to display or  
leave text already displayed.

ScreenTip can be added to  
give additional  
information.

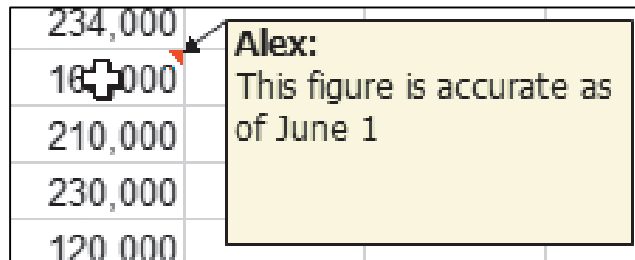


Choose what  
to link to first.

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

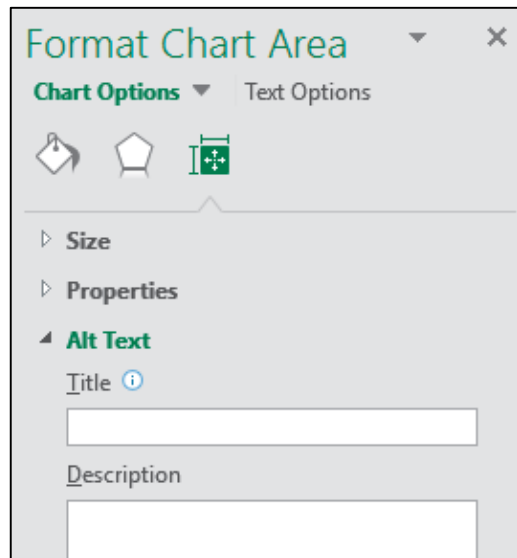


The screenshot shows a portion of an Excel worksheet. A comment box is displayed over cell B2, which contains the value 180,000. The comment box is yellow and contains the text 'Alex: This figure is accurate as of June 1'. A red triangle in the upper-right corner of cell B2 indicates that a comment is present. The comment box is positioned to the right of the cell, and a small red arrow points from the triangle to the comment box.

234,000	
180,000	Alex: This figure is accurate as of June 1
210,000	
230,000	
120,000	

# Adding Alternative Text to Objects for Accessibility

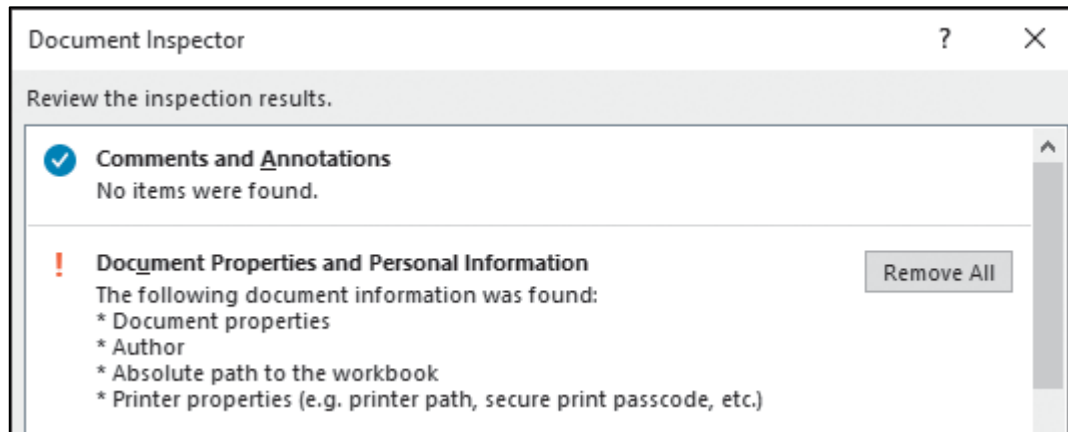
- Helps people with visual or other impairments to see or understand the object
- Add alternative text to the object properties using the Format pane



**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.**



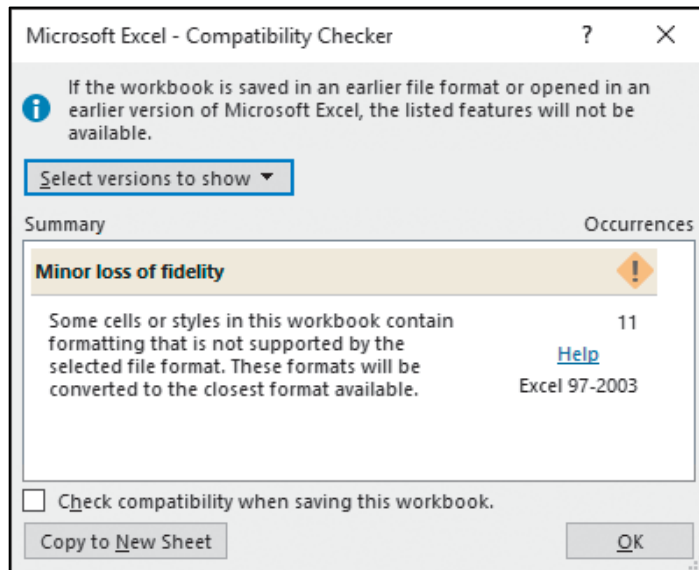
# Inspecting Your Workbook (cont.)

## ■ Inspect a workbook for accessibility

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

## ■ Inspect a workbook for compatibility

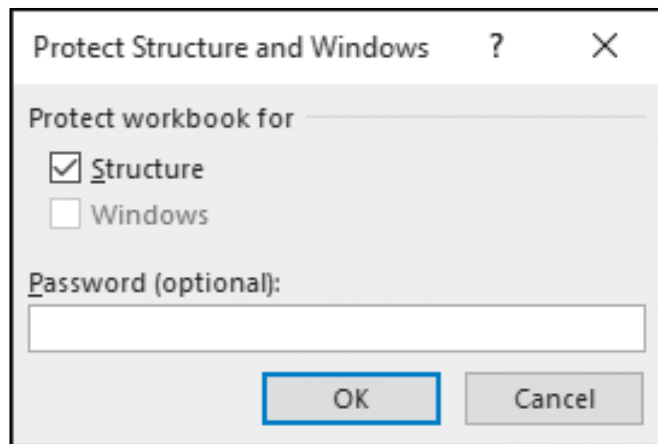
- ▲ Some content may not be available to a person using an older Excel version



# Workbook Protection

## ■ Protect workbook structure

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



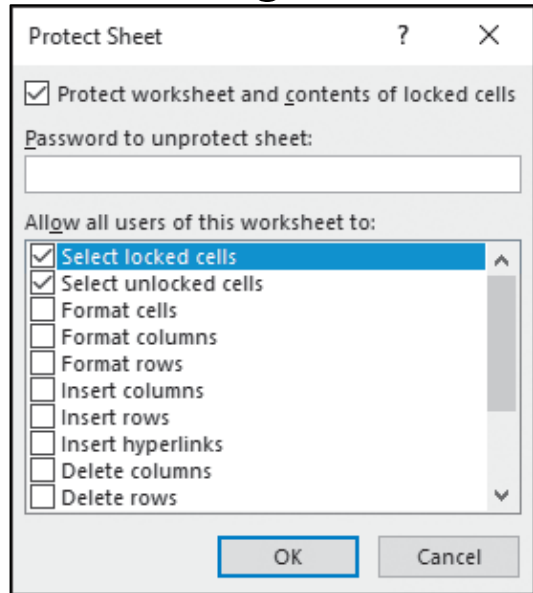
Optional password protection

***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.

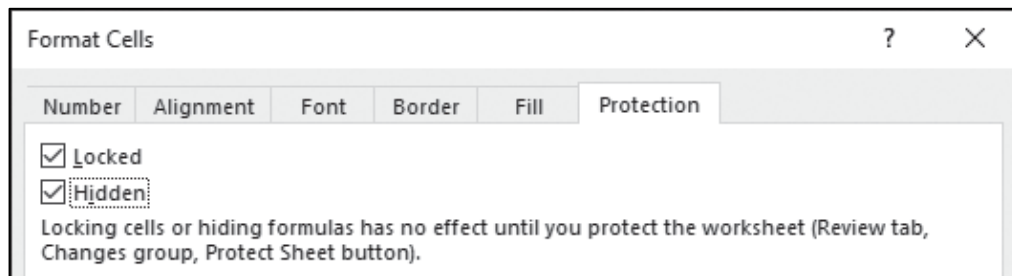
- ▲ Must protect each worksheet individually



# Workbook Protection (cont.)

## ■ Lock cells and hide formulas

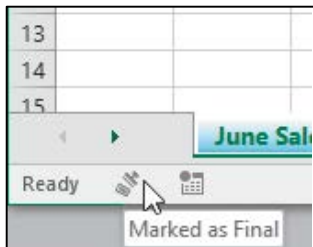
- ▲ Choose which cells users are allowed to edit
  - ◆ All cells are locked by default
  - ◆ Unlock cells you want unlocked for input, then turn on worksheet protection
- ▲ Hide formulas – not the results – on a worksheet



# 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