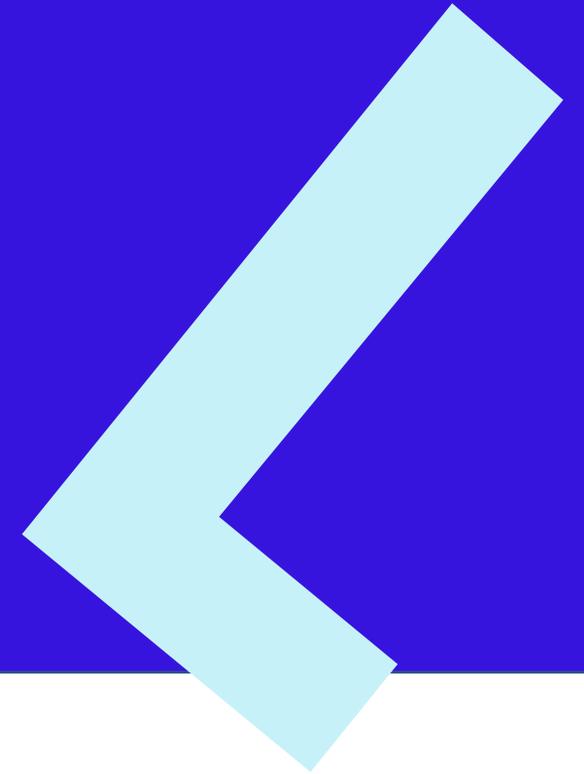




BOOST YOUR SKILLS IN
Microsoft Excel 365/2021



Chapter 15: Workbook Completion

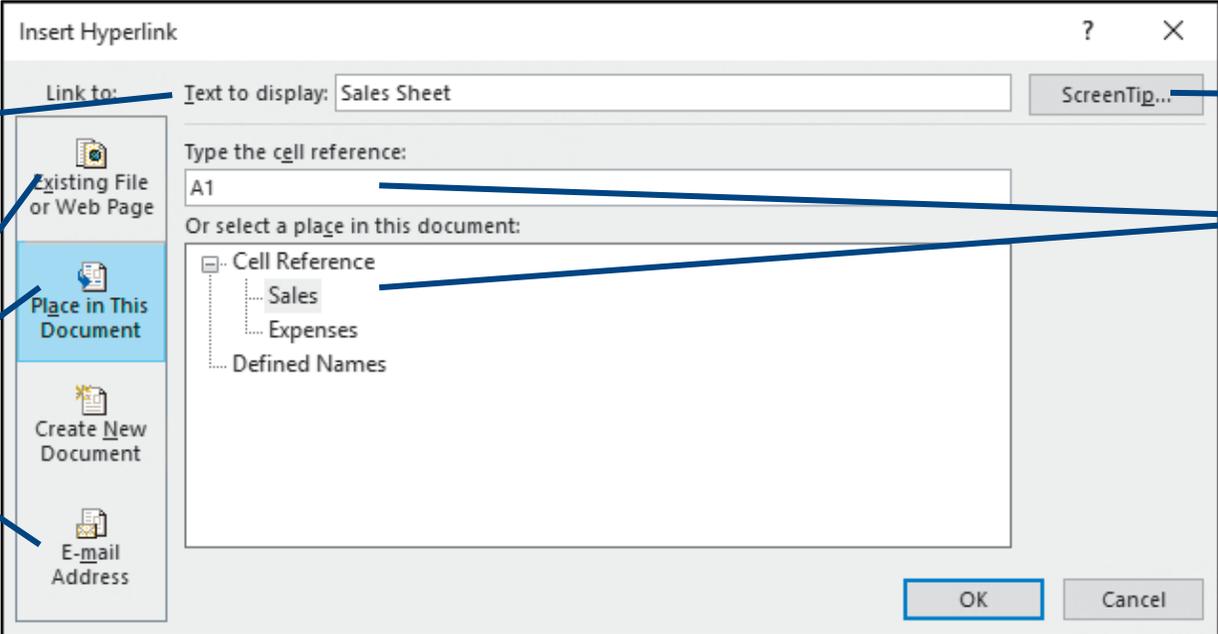
Learning Objectives

After studying this chapter, you will be able to:

- Create hyperlinks for navigation
- Insert comments
- Add alt text to objects
- Inspect your workbook for issues
- Create forms
- Protect your workbook

Inserting Hyperlinks for Navigation

Hyperlinks are used to create links to websites, email addresses, or navigation in Excel.



The screenshot shows the 'Insert Hyperlink' dialog box with the following fields and options:

- Link to:** A section on the left with four options: Existing File or Web Page, Place in This Document (highlighted), Create New Document, and E-mail Address.
- Text to display:** A text box containing 'Sales Sheet'.
- ScreenTip...** A button next to the 'Text to display' field.
- Type the cell reference:** A text box containing 'A1'.
- Or select a place in this document:** A tree view showing 'Cell Reference' expanded to 'Sales'.
- Buttons:** 'OK' and 'Cancel' at the bottom right.

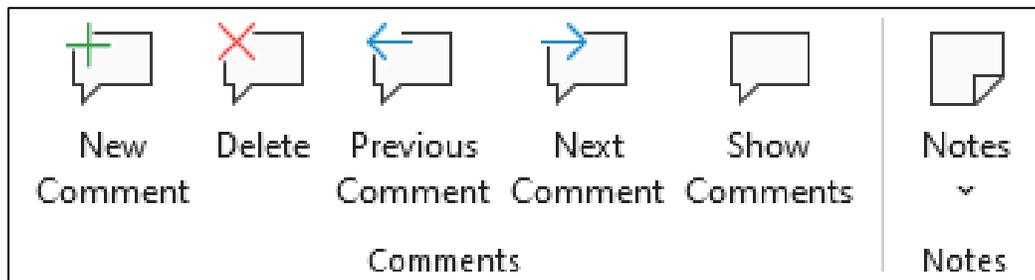
Annotations with blue arrows point to the following elements:

- Type the text to display or leave text already displayed.** Points to the 'Text to display' field.
- Choose what to link to first.** Points to the 'Place in This Document' option in the 'Link to' section.
- Screen tip** Points to the 'ScreenTip...' button.
- Type a cell reference or choose a place in the document to link to.** Points to the 'Type the cell reference' field and the 'Sales' option in the tree view.

Working with Notes and Comments

Use comments and notes to collaborate with reviewers without cluttering up the worksheet.

- Comments are indicated by a purple marker in the upper-right corner of a cell.
- Notes appear with a red triangle.
- Hover over the cell to display the comment.



The image shows a portion of an Excel worksheet. A cell containing '76%' is highlighted with a green border and a plus sign icon in its top-left corner. A comment box is displayed over this cell, containing the text: 'Alex Scott: Set up a time to review Project 1 with Pamela'. The comment box is yellow and has a black border. Other cells in the worksheet show percentages: '90%', '91%', and '93%'.

90%	
+ 76%	Alex Scott: Set up a time to review Project 1 with Pamela
91%	
93%	
97%	

Adding Alt Text to Objects for Accessibility

- Alt text helps people with visual or other impairments see or understand the object.
- Add alternative text to the object properties:
 - Contextual tabs on the Ribbon
 - Shortcut menu, when you right-click the object

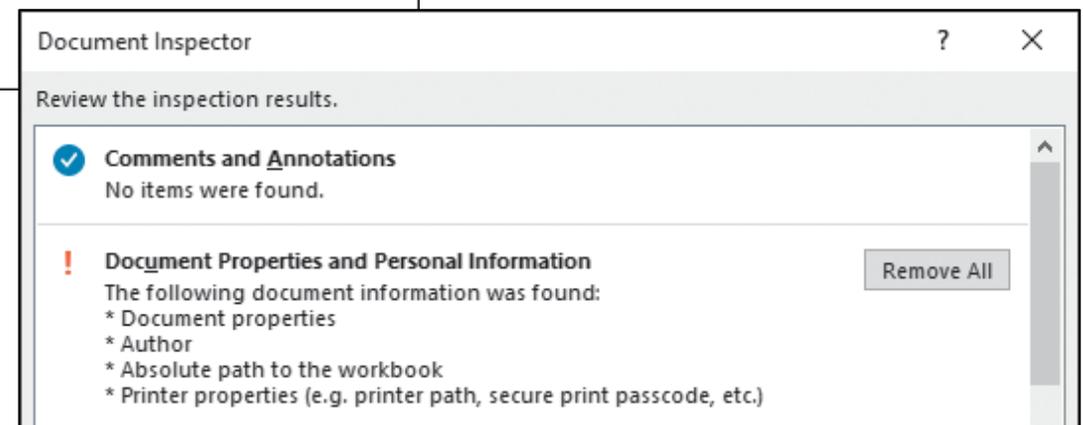
Inspecting Your Workbook

You can inspect a workbook for hidden properties or personal information.

DOCUMENT INSPECTOR	
Items Included	Items Not Included
<ul style="list-style-type: none">• Hidden worksheets, rows, columns, and names• Comments, ink annotations, and invisible content• Document properties and personal information• Scenarios in the Scenario Manager• Headers and footers	<ul style="list-style-type: none">• Data entered in remote areas of a worksheet• White text on a white background• Data on a worksheet covered by a picture or shape

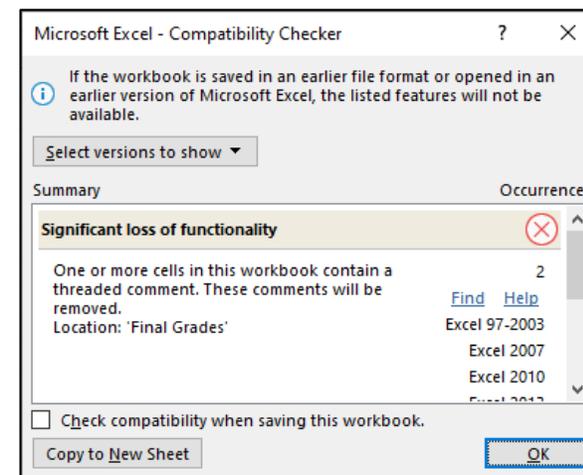
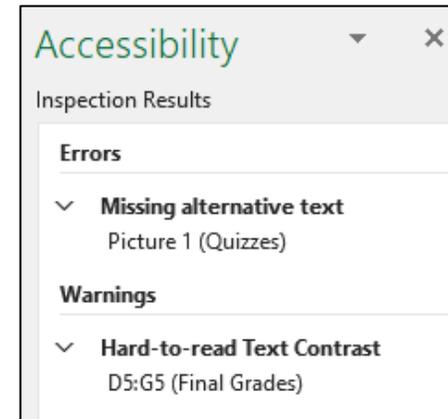
Note which items are included in the inspection (and not included). Nothing is removed until you choose to do so – you cannot remove specific items in a category.

NOTE! Before running the Document Inspector, make sure to save a copy of the worksheet.



Inspect for Accessibility and Compatibility

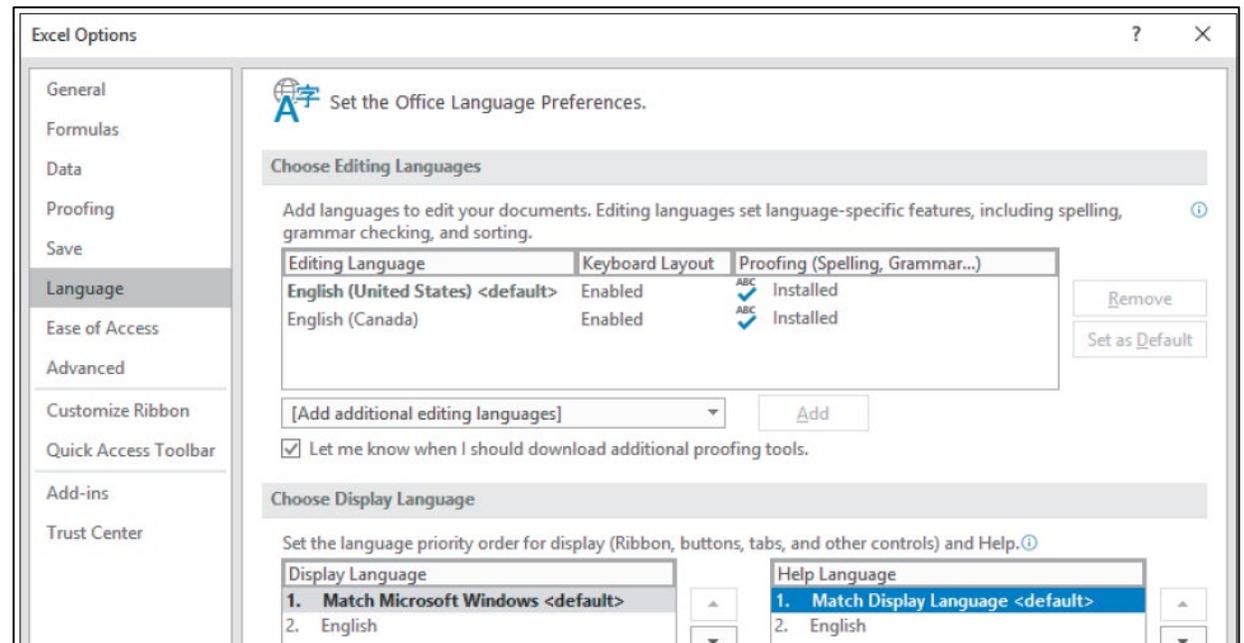
- The Accessibility Checker alerts you to accessibility issues that are classified as either **Errors** or **Warnings**.
- The Compatibility Checker helps when you are sending your workbook to a person using an older Excel version (prior to Excel 2007).



Configure Editing and Display Languages

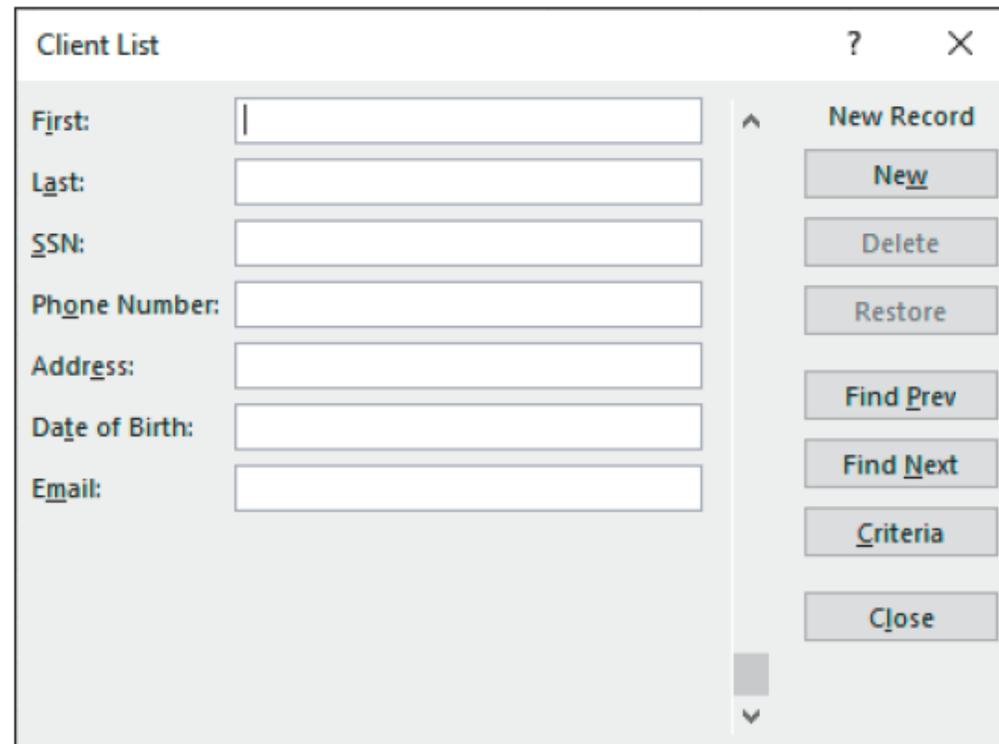
- Modify the language settings in Excel when collaborating with people from different areas of the world.
- A translation tool is also available.

Language settings can be found in the Excel Options dialog box.



Creating Forms

Forms can be helpful when entering large amounts of data.



The image shows a screenshot of a software window titled "Client List". The window contains a form with several input fields for data entry. The fields are labeled as follows: "First:", "Last:", "SSN:", "Phone Number:", "Address:", "Date of Birth:", and "Email:". Each label is followed by a text input box. To the right of the input fields is a vertical toolbar containing several buttons: "New Record", "New", "Delete", "Restore", "Find Prev", "Find Next", "Criteria", and "Close". The window has a standard title bar with a question mark and a close button (X).

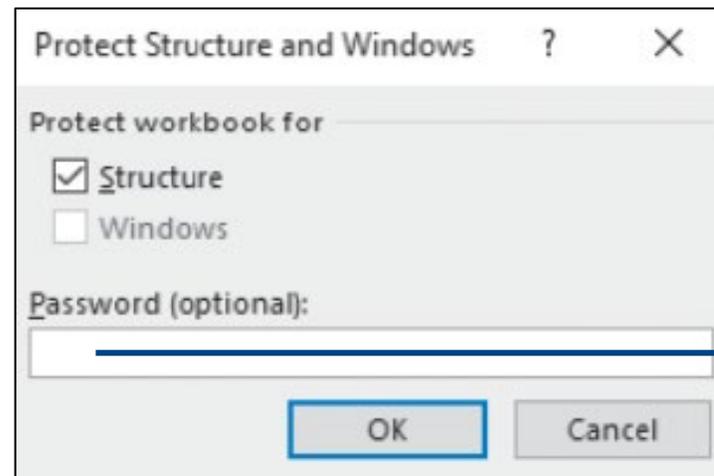
A form allows you to easily tab from field to field without having to scroll horizontally.

You can also print a form to have it filled out with a pen and then entered at a later time.

Protecting Workbooks

Protect Workbook Structure

- You can prevent users from adding, deleting, renaming, moving, or copying worksheets.
- This does not prevent the contents from being changed.

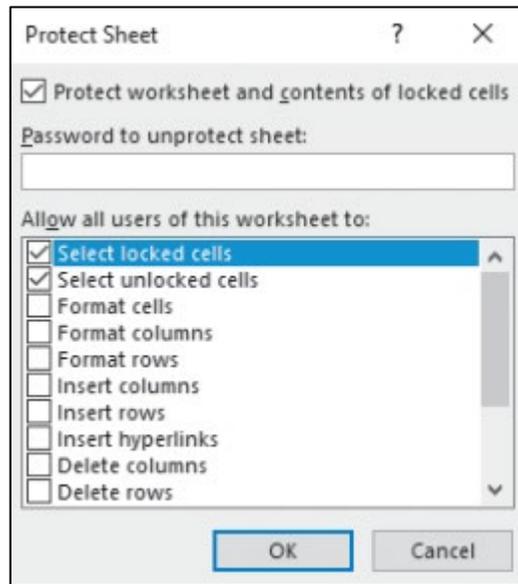


Optional password protection

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

Protect a Worksheet

- Protecting a worksheet protects the data from changes or the selecting or formatting of cells.

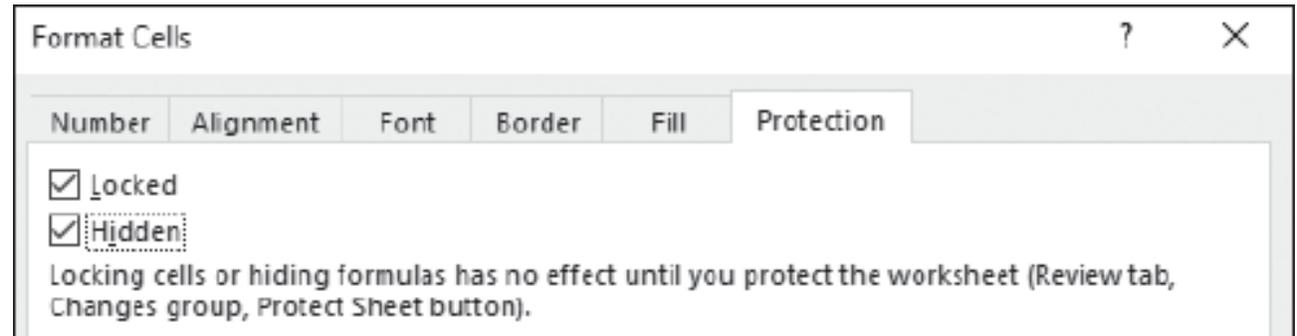


— Check or uncheck options to protect.

- You must protect each worksheet individually.

Lock Cells and Hide Formulas

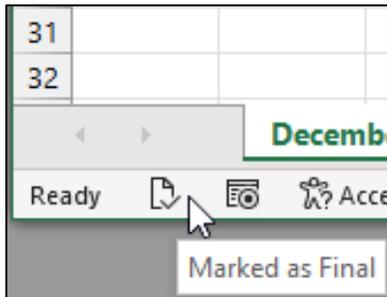
- You can choose which cells users are allowed to edit.
 - All cells are locked by default.
 - Unlock cells you want unlocked for input and then turn on worksheet protection.
- You can hide the formulas—not the results—on a worksheet.



Finalize and Encrypt

Mark as Final

- Doing this prevents changes to a workbook, worksheets, or cells.
- Users can turn off the option.
- The Marked as Final icon is displayed on the status bar.



Encrypt with a Password

- Doing this prevents the file from being accessed without a password.