



University Information
Technology Services

Microsoft Office Excel 2013

Auditing your Work

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This booklet is the companion document to the Excel 2013: Auditing your Work workshop. The booklet will explain how to use the various *Formula Auditing* tools found under the *Formulas* tab. In addition various collaboration tools will be covered, such as how to share the workbook, how to enable change tracking, add comments, and merge changes made to a shared workbook

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand the various formula auditing tools
- Enable change tracking in your worksheet
- Review, accept, and reject changes made to your workbook
- Add and edit comments to the worksheet
- Understand the requirements needed to share workbooks
- Share and merge workbooks

Auditing Spreadsheets

With a complex spreadsheet, it can be difficult to understand relationships between cells and formulas. The *Formula Auditing* tools can graphically show the flow of formulas on the worksheet via tracer arrows that point to the referenced cells, making it easier to find the source of problems.

Trace Precedents

Precedents are all cells that are referred to by a formula [e.g. =AVERAGE(C6:C10) where C6:C10 are the cells referenced in the formula].

For example, there is a #DIV/0! error in a formula. By using the *Trace Precedence* tool, we can see what cells are referred to by the formula (See Figure 1).

	January
Dellwood	\$ 250.00
Hernandez	\$ 380.00
Lowen	\$ 110.00
Santucci	\$ 460.00
Wormuth	\$ 500.00
Total	\$ 1,700.00
Average	#DIV/0!

Figure 1 - Using Trace Precedence to Audit Formulas

To trace the precedents of a formula:

1. Select the cell that contains the formula you wish to audit.
2. In the *Ribbon*, click on the **Formulas** tab (See Figure 2).

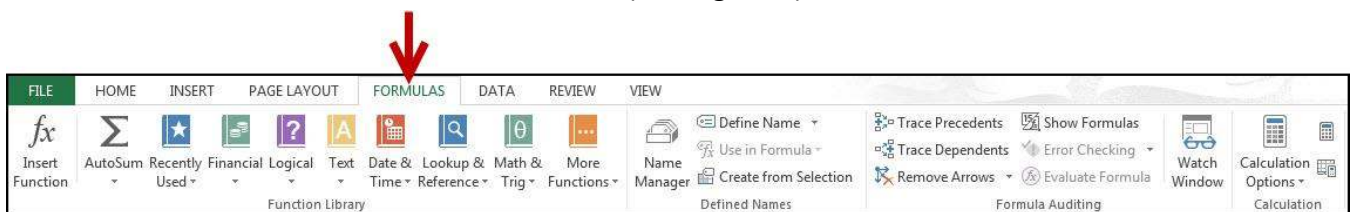


Figure 2 - Formula Tab

3. In the *Formula Auditing* group, click on **Trace Precedents** (See Figure 3).

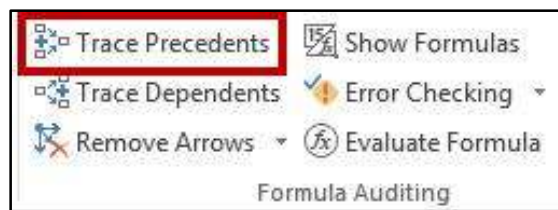


Figure 3 - Trace Precedents

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