University Information
Technology Services

Microsoft Office
Excel 2016 for Windows

Advanced Excel Tools

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Learning Technologies, Training & Audiovisual Outreach

Published by Kennesaw State University – UITS 2016

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Introduction

This booklet is the companion document to the *Excel 2016: Advanced Excel Tools* workshop. The booklet will explain how to create a simple macro, how to use nested formulas, how to create templates, hide/unhide rows and columns, and protect/unprotect your spreadsheets and workbook.

Learning Objectives

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

- Understand what Nested Functions are.
- Link data between sheets.
- Understand what Macros are.
- Create a simple Macro.
- Hide/unhide information in your spreadsheet.
- Protect your spreadsheet and workbook.
- Create templates out of workbooks.

Creating Nested Functions

Nested functions are functions within a function. By nesting an IF function within an existing IF function, you can test more than one conditions (e.g. Pass, Conditional, Fail). This can be helpful if you want to assign scores or grades based on certain conditions.

For example: =IF(F2>=75,"Pass",IF(F2>=65,"Conditional","Fail"))

This formula checks the cell for a value, and if it is greater than or equal to (>=) a predetermined grade (e.g. 75), then the formula will return the phrase *Pass*. If the number in the cell is less than 75, *Excel* will move to the next part of the formula, and so on.

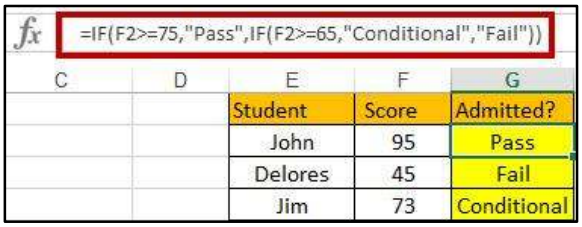

Figure 1 - Nestled IF Function

Note*:* Pass is in quotes to indicate to *Excel* that this is the value we want returned, and it is not another function.

Linking Data

Linking data between spreadsheets allows you to reference data contained elsewhere in your workbook without having to copy all of the information. For example, you could have a workbook that has multiple spreadsheets tracking regional sales and a separate spreadsheet to tally the totals across all regions. By linking to the regional data from the totals, you will only have to update your information in one location. The following example explains how to link data between the Eastern Division spreadsheet, and the Year End Total spreadsheet:

1. Open the spreadsheet that contains the source data and the target location (e.g. Eastern Division, Western Division, Totals, etc)
2. Select the cell(s) in the source spreadsheet that contain the data that you want to link to the target location (e.g. Total sales for Eastern Division).

Eastern Division				
Item	QTR 1	QTR 2	QTR 3	QTR 4	Totals
Hardware	$ 300.00	$ 800.00	$ 900.00	$ 500.00	$ 2,500.00
Software	$ 400.00	$ 100.00	$ 800.00	$ 100.00	$ 1,400.00
Furniture	$ 200.00	$ 500.00	$ 500.00	$ 200.00	$ 1,400.00
Accessories	$ 200.00	$ 300.00	$ 500.00	$ 300.00	$ 1,300.00

Figure 2 - Selected Cells