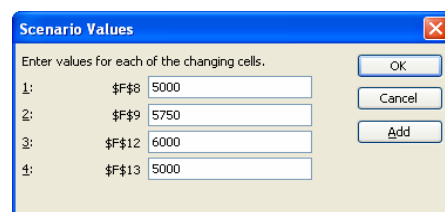
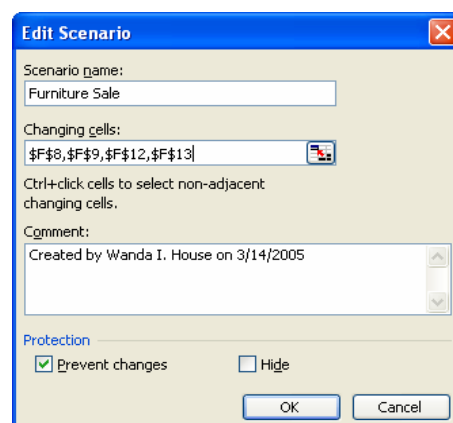
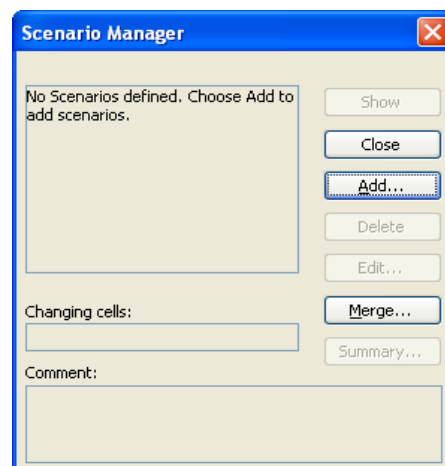


## SCENARIOS

Scenarios are used to give Excel alternative values for a list of cells in a worksheet. You can add, delete, and edit scenarios using the Scenario Manager. In this dialog box, it is possible to identify the cells that will hold alternative values.

### Defining One Scenario

- ❖ Open the document **Defining** from the folder where the files that were downloaded from the Excel Web page were stored.
- ❖ Click cell **A1**.
- ❖ Click the **Tools** button on the **Menu Bar**.
- ❖ Select **Scenarios** from the list of available options.
- ❖ The **Scenario Manager** dialog box will appear.
- ❖ Click the **Add** button on the **Scenario Manager** dialog box.
- ❖ In the **Scenario name** box, input **Furniture Sale**.
- ❖ At the right edge of the **Changing Cells** box, click the **Collapse Dialog** button.
  - This is the box that contains the red arrow.
  - The **Add Scenario** dialog box will collapse.
  - The Title Bar changes to **Add Scenario – Changing Cells**.
- ❖ Delete the contents of the **Add Scenario** dialog box.
- ❖ Hold down the **Ctrl** key while clicking the cells **F8, F9, F12, and F13**.
- ❖ The **Changing Cells** box will contain the information **\$F\$8,\$F\$9,\$F\$12,\$F\$13**.
- ❖ Click the **Expand Dialog** button which appears at the right edge of the **Changing Cells** box.
- ❖ The **Edit Scenario** dialog box will appear.
- ❖ Click **OK** to move to the **Scenario Values** dialog box.
  - In the **1: \$F\$8** box, type **5000**.
  - In the **2: \$F\$9** box, type **5750**.
  - In the **3: \$F\$12** box, type **6000**.
  - In the **4: \$F\$13** box, type **5000**.
- ❖ When all the values have been added, click the **OK** button to move to the **Scenario Manager** dialog box.
- ❖ Click the **Show** button to show the changes to the values in the worksheet.
- ❖ Close the worksheet without saving the changes.



### Defining Multiple Scenarios

- ❖ Open the document **Multiple** from the folder where it was stored when the files were downloaded from the Excel Web page.
- ❖ Click the **Tools** button on the **Menu Bar**.
- ❖ Select **Scenarios** from the list of available options.
- ❖ The **Scenario Manager** dialog box will appear.
- ❖ Click the **Add** button on the **Scenario Manager** dialog box.
- ❖ In the **Scenario name** box, input **Furniture Sale**.

- ❖ At the right edge of the **Changing Cells** box, click the **Collapse Dialog** button.
  - The **Add Scenario** dialog box will collapse.
  - The Title Bar changes to **Add Scenario - Changing Cells**.
- ❖ Delete the contents of the **Add Scenario** dialog box.
- ❖ Hold down the **Ctrl** key while clicking the cells **F8**, **F9**, **F12**, and **F13**.
- ❖ The **Changing Cells** box will contain the information **\$F\$8,\$F\$9,\$F\$12,\$F\$13**.
- ❖ Click the **Expand Dialog** button which appears at the right edge of the **Changing Cells** box.
- ❖ The **Edit Scenario** dialog box will appear.
- ❖ Click **OK** to move to the **Scenario Values** dialog box.
  - In the **1: \$F\$8** box, type **5400**.
  - In the **2: \$F\$9** box, type **5850**.
  - In the **3: \$F\$12** box, type **6300**.
  - In the **4: \$F\$13** box, type **7000**.
- ❖ When all the values have been added, click the **OK** button to move to the **Scenario Manager** dialog box.
- ❖ Click the **Add** button to open the **Add Scenario** dialog box again.
- ❖ In the **Scenario name** box, type **Tool Sale**.
- ❖ In the **Changing cells** box, click the **Collapse Dialog** button.
- ❖ When the **Add Scenario - Changing Cells** dialog box appears, delete the contents.
- ❖ Select cells **D7** through **D11**.
- ❖ The **Changing Cells** dialog box should read **\$D\$7:\$D\$11**.
- ❖ Click the **Expand Dialog** button to display the **Edit Scenario** dialog box.
- ❖ Click **OK** to open the **Scenarios Values** dialog box.
  - In the **1: \$D\$7** box, type **8500**.
  - In the **2: \$D\$8** box, type **9000**.
  - In the **3: \$D\$9** box, type **13061**.
  - In the **4: \$D\$10** box, type **7500**.
  - In the **5: \$D\$11** box, type **7500**.
- ❖ Click **OK** to redisplay the **Scenario Manager** dialog box.

### Displaying the Scenario Summary

- ❖ Click **Furniture Sale** in the **Scenarios** list.
- ❖ Click the **Show** button to show the changes to the values in the worksheet.
- ❖ Click **Tool Sale** in the **Scenarios** list.
- ❖ Click **Show** again to show the changes to the values in the worksheet.
- ❖ Click the **Summary** button.
- ❖ The **Scenario Summary** dialog box appears.
- ❖ In the **Results cells** box, click the **Collapse Dialog** button.
- ❖ Select the cells **C14** through **H15**.
- ❖ In the **Results Cells** box, click the **Expand Dialog** button.
- ❖ The **Scenario Summary** dialog box is maximized.
- ❖ Click **OK** to add the new worksheet **Scenario Summary** to the workbook.
- ❖ This worksheet will show the results of all the scenarios that were created.
- ❖ Click the **Close** button to exit the **Scenario Manager** dialog box.

