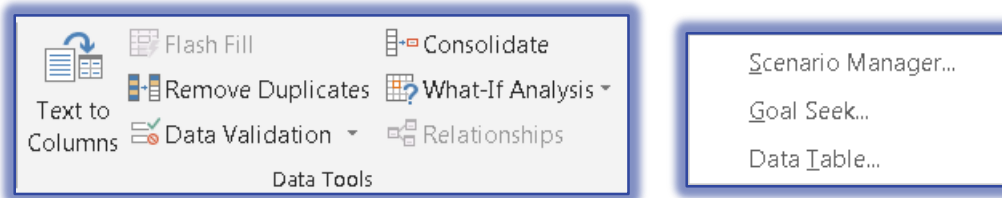


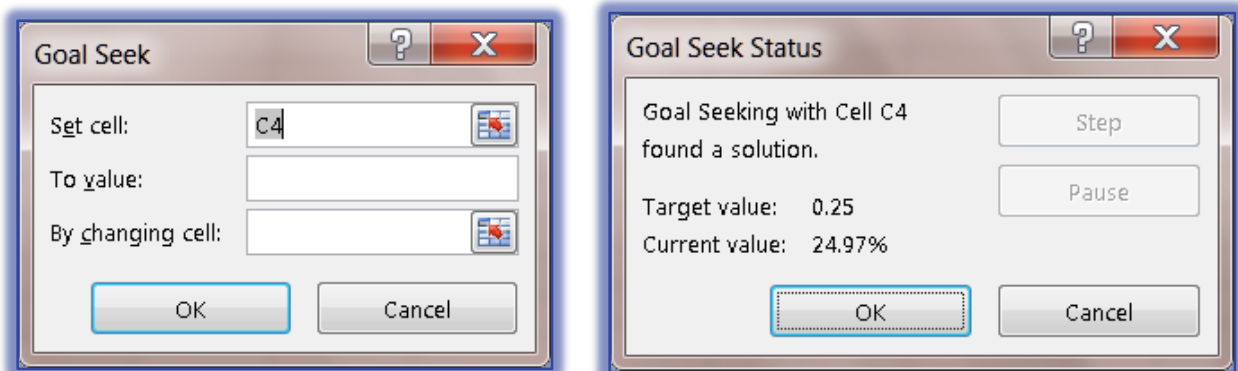
GOAL SEEK

Goal Seek is used to resolve a problem in which the desired result is known, but the value of one of the variables is not known. This option finds the closest solution possible without exceeding the target. When using Goal Seek, the cell that will not change has to be specified. Also, it is necessary to choose which cell is to change and to specify what value is being sought.

- ✦ Open the document **Goal Seek** from the folder where the Excel files were stored when they were downloaded from the Excel Training Web page.
- ✦ Click cell **C4**.
- ✦ Click the **Data Tab**.
- ✦ In the **Data Tools Group**, click the **What-If-Analysis** button (see illustration below left).



- ✦ Click **Goal Seek** from the list of options that appears (see illustration above right).
- ✦ The **Goal Seek** dialog box will appear (see illustration below left).
- ✦ **C4** will appear in the **Set cell** box.



- ✦ In the **To value** box, input **.25**.
- ✦ In the **By changing cell** box, type **C3**.
- ✦ Click **OK** to open the **Goal Seek Status** dialog box (see illustration above right).
 - ✦ This dialog box announces that Excel has found a solution.
 - ✦ The new value will appear in the worksheet.
- ✦ Click **Step** to walk through **Goal Seek** one step at a time.
- ✦ Click **Pause** to interrupt the **Goal Seek** process.
- ✦ Click **OK** to exit the **Goal Seek Status** dialog box.
- ✦ Click **Cancel** to remove all the changes made in the dialog box.
- ✦ Click the **Undo** button on the **Quick Access Toolbar** to return the contents of the cells to their original values.
- ✦ Click the **Close** button to close this workbook.