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 Forecast Group, click the What-If-Analysis button.

Click Goal Seek from the list of options that appears.

The Goal Seek dialog box will display.

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.

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.