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.

**Define 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 **Data Tab**.
✦ In the **Data Tools Group**, click the **What-If-Analysis** button (see illustration below left).

✦ Select **Scenario Manager** from the list of available options (see illustration above right).
✦ The **Scenario Manager** dialog box will appear (see illustration below left).

✦ Click the **Add** button in the **Scenario Manager** dialog box.
✦ The **Add Scenario** dialog box will display (see illustration above right).
✦ In the **Scenario Name** box, input **Furniture Sale**.
✦ At the right edge of the **Changing Cells** box, click the **Collapse Dialog Box** button.
   ★ This is the box that contains the red arrow.
   ★ The **Add Scenario** dialog box will collapse.
   ★ The **Title Bar** changes to **Edit 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 $F8,$F$9,$F$12,$F$13.
Click the Expand Dialog button which appears at the right edge of the Changing Cells box.
Click OK to open the Scenario Values dialog box (see illustration below left).
  * 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 (see illustration above right).
Click the Show button to show the changes to the values in the worksheet.
Close the worksheet without saving the changes.

Define 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 Data Tab.
In the Data Tools Group, click the What-If-Analysis button (see illustration below left).
Select **Scenario Manager** from the list of available options (see illustration previous page right).

The **Scenario Manager** dialog box will appear (see illustration below left).

Click the **Add** button on the **Scenario Manager** dialog box.

The **Add Scenario** dialog box will display (see illustration below right).

- 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 **Edit 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 $F8$,$F9$,$F12$,$F13$.
- Click the **Expand Dialog** button which appears at the right edge of the **Changing Cells** box.
- Click **OK** to move to the **Scenario Values** dialog box.
  - In the **1: $F8$** box, type **5400**.
  - In the **2: $F9$** box, type **5850**.
  - In the **3: $F12$** box, type **6300**.
  - In the **4: $F13$** box, type **7000**.
- When all the values have been added, click the **Add** button in the **Add Scenario** dialog box.
- The **Add Scenario** dialog box will display.
- 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 (see illustration).

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.