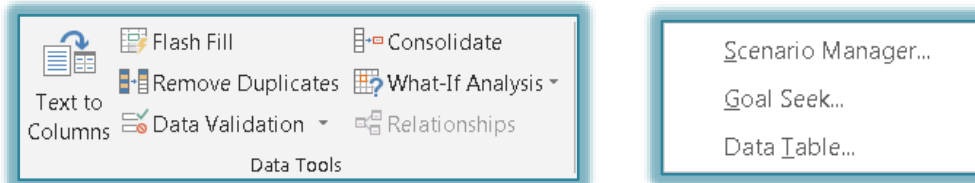


## SCENARIOS

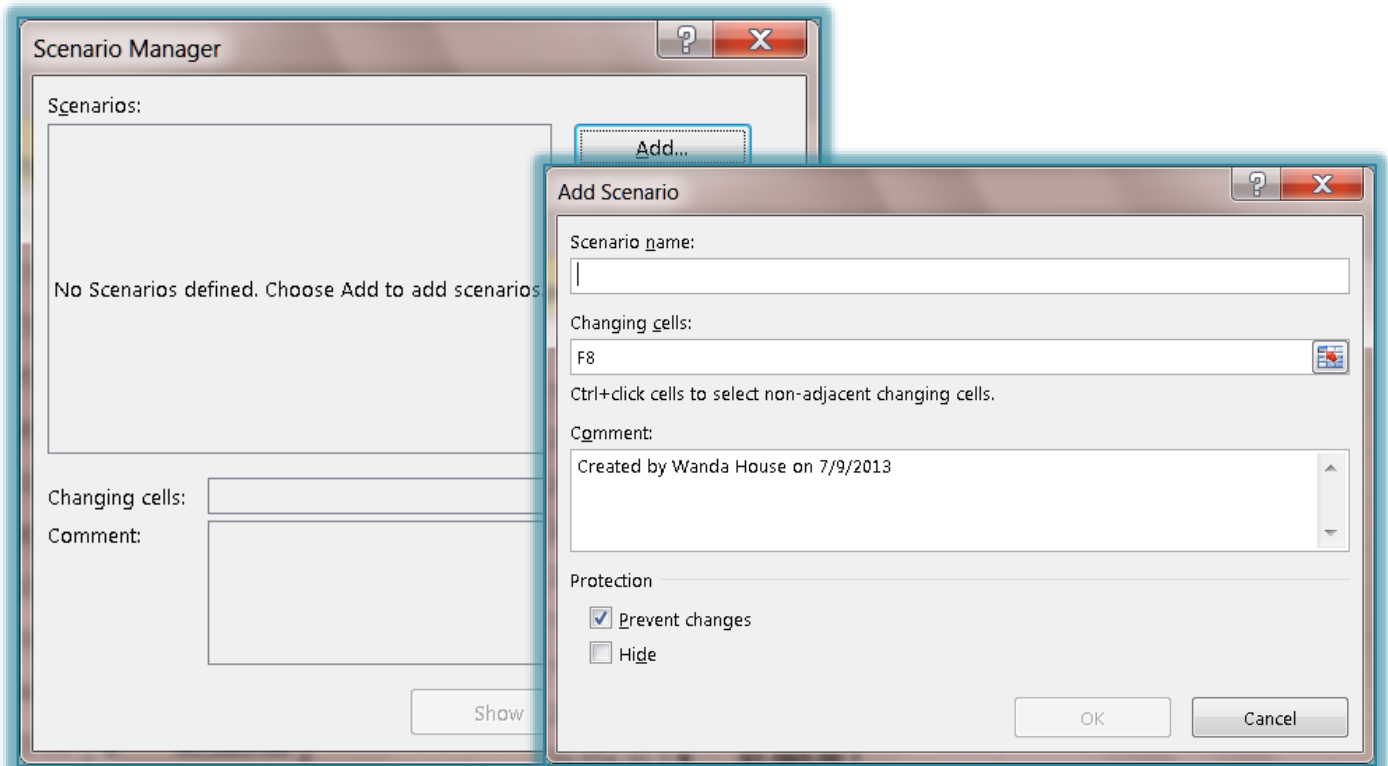
Scenarios are used to give Excel alternative values for a list of cells in a worksheet. You can add, delete, and edit scenarios using the Scenario Manager. In this dialog box, it is possible to identify the cells that will hold alternative values.

### Define One Scenario

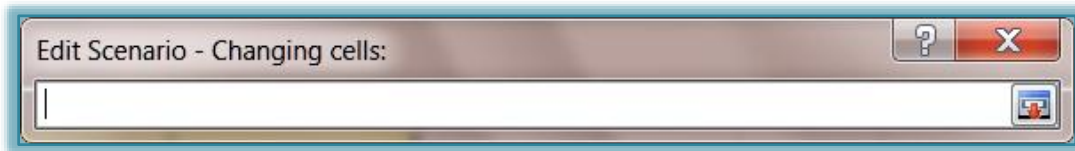
- † Open the document **Defining** from the folder where the files that were downloaded from the Excel Web page were stored.
- † Click cell **A1**.
- † Click the **Data Tab**.
- † In the **Data Tools Group**, click the **What-If-Analysis** button (see illustration below left).



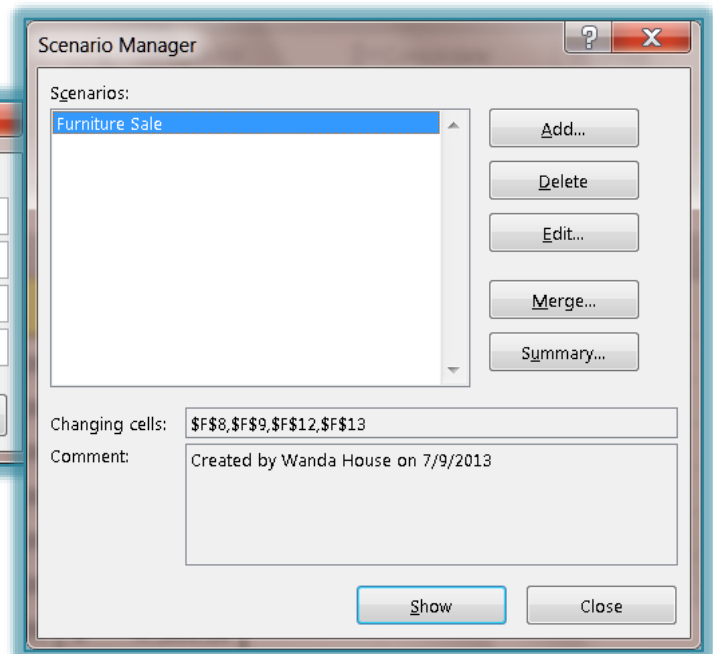
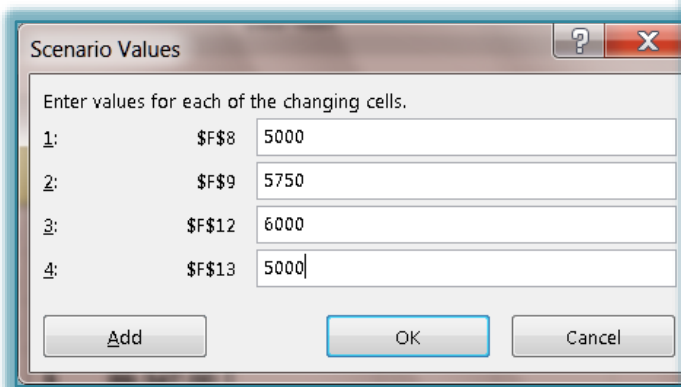
- † Select **Scenario Manager** from the list of available options (see illustration above right).
- † The **Scenario Manager** dialog box will appear (see illustration below left).



- † 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**.



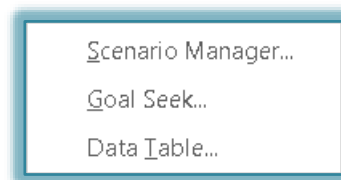
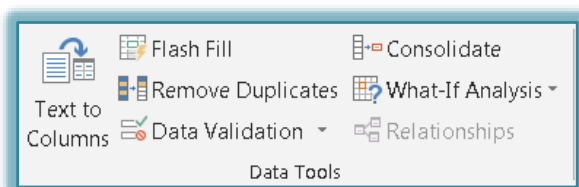
- † Delete the contents of the **Add Scenario** dialog box.
- † Hold down the **Ctrl** key while clicking the cells **F8, F9, F12, and F13**.
- † The **Changing Cells** box will contain the information **\$F\$8,\$F\$9,\$F\$12,\$F\$13**.
- † Click the **Expand Dialog** button which appears at the right 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**.



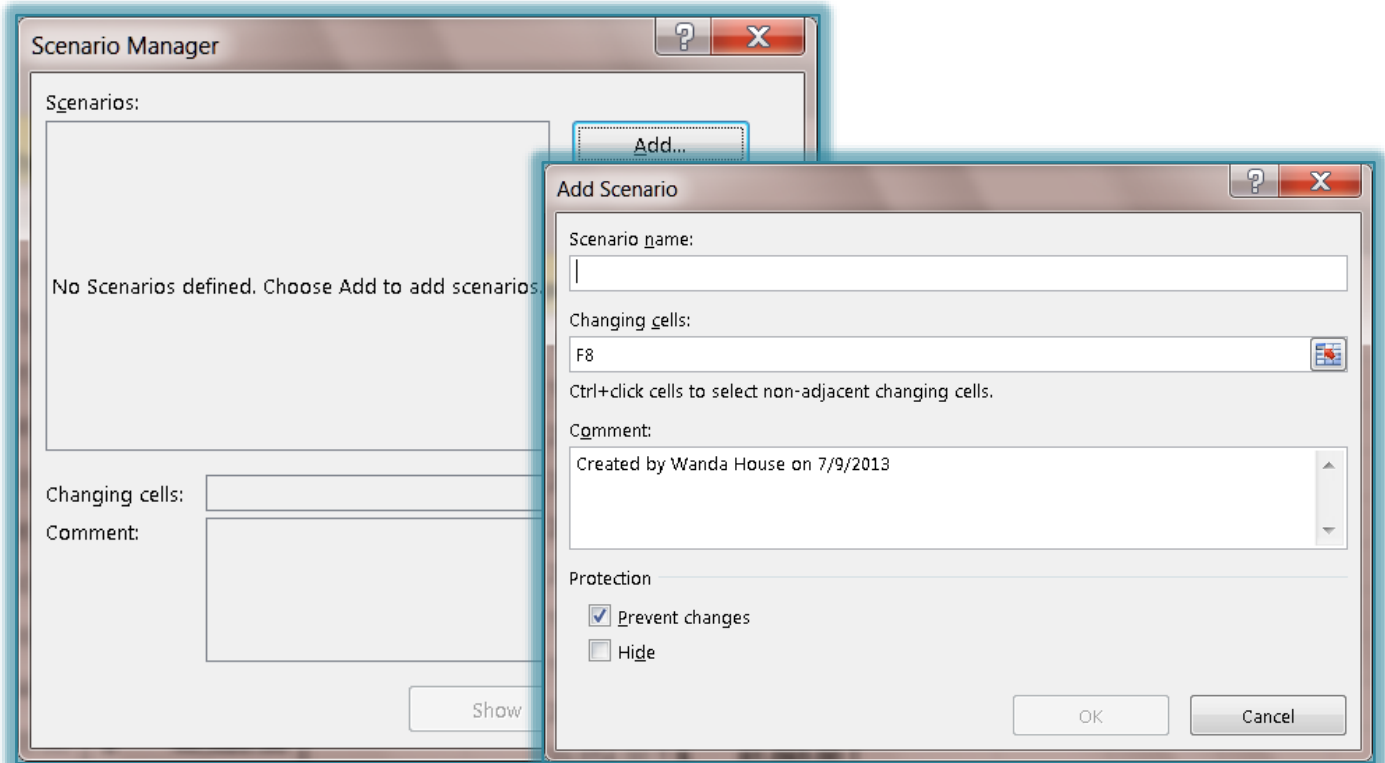
- † When all the values have been added, click the **OK** button to move to the **Scenario Manager** dialog box (see illustration above right).
- † Click the **Show** button to show the changes to the values in the worksheet.
- † Close the worksheet without saving the changes.

### Define Multiple Scenarios

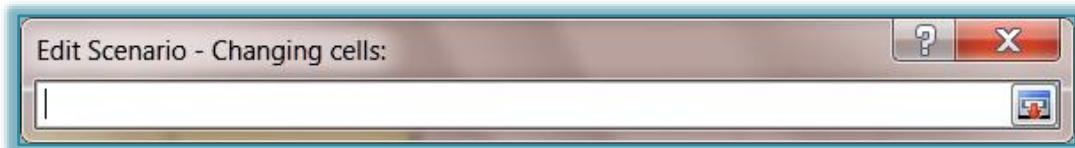
- † Open the document **Multiple** from the folder where it was stored when the files were downloaded from the Excel Web page.
- † Click the **Data Tab**.
- † In the **Data Tools Group**, click the **What-If-Analysis** button (see illustration below left).



- † 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**.

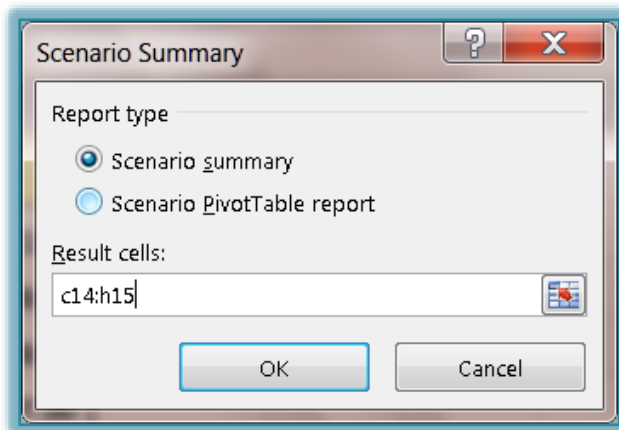


- † Delete the contents of the **Add Scenario** dialog box.
- † Hold down the **Ctrl** key while clicking the cells **F8**, **F9**, **F12**, and **F13**.
- † The **Changing Cells** box will contain the information **\$F\$8,\$F\$9,\$F\$12,\$F\$13**.
- † Click the **Expand Dialog** button which appears at the right edge of the **Changing Cells** box.
- † Click **OK** to 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 **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.