

# Detecting Errors in Microsoft Excel® Worksheets

Written and Presented by: Jeff Lenning CPA CITP

July 24, 2014

## Techniques

- *Help us review for accuracy and internal consistency*

## Preparing Workbooks

- Use an \_\_\_\_\_ sheet to monitor conditions
- Use \_\_\_\_\_ for test result cells
- Use \_\_\_\_\_ formulas instead of the IF function
- \_\_\_\_\_ returns TRUE when arguments are TRUE
- \_\_\_\_\_ formatting makes it easy to read

## Reviewing Workbooks

- The Excel 2013 \_\_\_\_\_ add-in compares files
- Trace precedents: see what comes \_\_\_\_\_
- Formula evaluation: how Excel \_\_\_\_\_ a formula
- View formulas: shows formulas instead of \_\_\_\_\_
- Insert \_\_\_\_\_ dialog: explains functions and arguments

## Shortcut Notes

1. Ctrl + [ for trace precedents
2. F9 to immediately evaluate selected formula text
3. F2 to edit a cell and highlight references
4. Shift+F3 for insert function dialog box

## Resources

- Excel files containing all examples and formulas presented: [excel-university.com/lorman](http://excel-university.com/lorman)
- Excel University blog: [excel-university.com](http://excel-university.com)
- LinkedIn: [linkedin.com/in/jefflenning](http://linkedin.com/in/jefflenning)

### Fill-In Answers

- |   |   |
|---|---|
| • Use an <u>Error Check</u> sheet to monitor conditions     | • The Excel 2013 <u>Inquire</u> add-in compares files             |
| • Use <u>Boolean values</u> for test result cells           | • Trace precedents: see what comes <u>before</u>                  |
| • Use <u>comparison</u> formulas instead of the IF function | • Formula evaluation: how Excel <u>computes</u> a formula         |
| • <u>AND</u> returns TRUE when arguments are TRUE           | • View formulas: shows formulas instead of <u>results</u>         |
| • <u>Conditional</u> formatting makes it easy to read       | • Insert <u>function</u> dialog: explains functions and arguments |