Detecting Errors in Microsoft Excel® Worksheets

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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**
- Excel University blog: **excel-university.com**
- LinkedIn: **linkedin.com/in/jefflenning**

Fill-In Answers

- Use an <u>Error</u> <u>Check</u> sheet to monitor conditions
- Use <u>Boolean</u> <u>values</u> for test result cells
- Use <u>comparison</u> formulas instead of the IF function
- <u>AND</u> returns TRUE when arguments are TRUE
- <u>Conditional</u> formatting makes it easy to read

- The Excel 2013 <u>Inquire</u> add-in compares files
- Trace precedents: see what comes <u>before</u>
- Formula evaluation: how Excel <u>computes</u> a formula
- View formulas: shows formulas instead of <u>results</u>
- Insert <u>function</u> dialog: explains functions and arguments