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Session Six: What If Analysis and Security

The superior man, when resting in safety, does not forget that danger may come. When in a state of security, he does not forget the possibility of ruin. When all is orderly, he does not forget that disorder may come. Thus his person is not endangered, and his States and all their clans are preserved.

Confucius (551 BC - 479 BC)

The concept of “What If” is very simple. A business may wish to know what will happen in a given set of circumstances (called a scenario). For example, a simple scenario might be: “What if I reduced my profit margins by 5% and my sales increased by 20%?” Excel provides several tools that are geared to more complex scenarios. In this session you’ll learn how to use these tools effectively.

Sometimes you’ll want to keep the contents of a workbook secure. This session will show you how to prevent unauthorized users from opening or changing your workbooks, you’ll also learn how to restrict the cells a user is able to edit within a workbook. We’ll also discover how to hide rows and columns and then create multiple custom views of the worksheet – each view hiding and showing different information.

Session Objectives

By the end of this session you will be able to:

- Create a single-input data table
- Create a two-input data table
- Define Scenarios
- Create a scenario summary report
- Use Goal Seek
- Use Solver
- Hide and unhide worksheets, columns and rows
- Create custom views
- Prevent unauthorized users from opening or modifying workbooks
- Control the changes users can make to workbooks
- Restrict the cells users are allowed to change
- Allow different levels of access to a worksheet with multiple passwords
- Create a digital certificate
- Add an invisible digital signature to a workbook
- Add a visible digital signature to a workbook