

Table of Contents

Modeling with Styles	5
INTRODUCTION	5
DEFINING A STYLE	5
APPLYING A STYLE	6
APPLYING A STYLE USING THE STYLE DIALOG BOX	6
APPLYING A STYLE USING THE STYLE DROP DOWN BOX	7
APPLYING A STYLE USING COPY AND PASTE	9
APPLYING A STYLE USING COPY AND PASTE SPECIAL	9
EDITING AN EXISTING STYLE	9
DELETING AN EXISTING STYLE	10
MAKING STYLES AVAILABLE IN DIFFERENT EXCEL FILES	10
IMPORTING STYLES FROM ANOTHER FILE	10
SAVING STYLES IN A GENERAL TEMPLATE FILE	11
SAVING STYLES IN THE DEFAULT WORKBOOK TEMPLATE	12
STYLES FOR FINANCIAL MODELING PURPOSES	13
NORMAL STYLE	13
PERCENT STYLE	14
BLUE STYLE	17
INPUT STYLE	17
DATE STYLE	19
MULTIPLE STYLE	20
MULTIPLE STYLE WITHOUT THE X	21
SPECIAL UNDERLINE STYLE	22
CUSTOM NUMBER FORMATS	25
WHAT IS A CUSTOM NUMBER FORMAT?	25
NUMBER FORMAT STRING	25
NUMBER FORMAT CODES	26
DATE NUMBER FORMAT CODES	26
Circularities Under Control	27
INTRODUCTION	27
WHAT IS A CIRCULAR REFERENCE?	27
PREVENTING UNINTENTIONAL CIRCULAR REFERENCES	27
DISPLAYING THE CIRCULAR MESSAGE	28
DISPLAYING THE CIRCULAR INDICATOR ON THE STATUS BAR	28
RETURNING AN UNEXPECTED ZERO	28
INTENTIONAL CIRCULAR REFERENCES	29
ITERATION SETTING	29
WORKING WITH INTENTIONAL CIRCULAR REFERENCES	29
Super Flexible Output Tables	33
INTRODUCTION	33
LOOKUP FUNCTIONS	33
VLOOKUP FUNCTION	33
HLOOKUP FUNCTION	35
INDEX FUNCTION	36
MATCH FUNCTION	37
MATCH USED IN CONJUNCTION WITH INDEX	38
MATCH USED IN CONJUNCTION WITH VLOOKUP AND HLOOKUP	39
Grand Scenarios	41
INTRODUCTION	41
SWITCH FUNCTIONS	41
CHOOSE FUNCTION	41
OFFSET FUNCTION	43
MATCH FUNCTION	45

CONTROLS	47
USING LIST DATA VALIDATION	48
ON-SHEET CONTROLS.....	49
DYNAMIC HEADINGS AND FOOTNOTES	60
CONCATENATION	60
CASE FUNCTIONS	61
MODELING APPLICATION.....	61
TEXT FUNCTION	62
Sensitizing Your Work	65
INTRODUCTION	65
DATA TABLES	65
ONE-INPUT DATA TABLES	66
TWO-INPUT DATA TABLES	70
MODELING APPLICATION.....	73
SENSITIZING DATA TABLE INPUT VALUES.....	76
Protecting Your Work	85
INTRODUCTION	85
HIDING FORMULAS	85
PROTECTING CELLS AND RANGES	86
PROTECTING THE WORKBOOK STRUCTURE	89
PREVENTING CHANGES FROM BEING SAVED	89
PREVENTING ACCESS TO A WORKBOOK	90