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Advanced Excel Functions

# 1. Creating a Macro

1. **Enable the Developer Tab**:
   * Go to the menu and select File > Options.
   * In the Excel Options window, click on Customize Ribbon.
   * In the right panel, check the box next to Developer.
   * Click OK to close the window.
2. **Record the Macro**:
   * Go to the Developer tab and click on Record Macro.
   * In the Record Macro dialog box:
     + Name your macro: enter CalculateTotalSales.
     + Assign a shortcut key: type T (optional).
     + Store the macro in This Workbook.
     + Optionally, enter a description like "Calculates total sales."
     + Click OK.
3. **Perform the Action**:
   * Click on cell F2, enter the formula =D2\*E2, and press Enter.
   * Click and drag the fill handle from F2 to F6 to copy the formula.
4. **Stop Recording**:
   * Click on Stop Recording in the Developer tab.

# 2. Using What-If Analysis

**Goal Seek**:

1. Select cell F2, which contains the first Total Sales value.
2. Go to Data > What-If Analysis > Goal Seek.
3. In the Goal Seek dialog box:
   * Set Set cell: F2 (make sure it's selected).
   * Set To value: 4000 (or your desired value).
   * Set By changing cell: D2 (the Units Sold).
   * Click OK, then OK again in the next dialog box.

# 3. Password Protect the Worksheet

1. **Protect the Worksheet**:
   1. Go to Review > Protect Sheet.
   2. In the Protect Sheet dialog box:
      * Enter a password: YourPassword (replace with your desired password).
      * Check the options you want to allow (e.g., Select locked cells).
      * Click OK.
   3. Confirm the password in the dialog box by re-entering it and click OK.

# 4. Using the SWITCH Function

1. **Create a new column** next to the Category column. In G1, type Category Type.
2. **Enter the SWITCH function** in G2:

=SWITCH(C2, "Gadgets", "Electronics", "Tools", "Hardware", "Appliances", "Home Goods", "Other")

1. **Copy the formula** from G2 down to G6.

By following these steps precisely, you'll have created a dataset, recorded a macro, performed What-If Analysis, protected the worksheet, and utilized the SWITCH function effectively in Excel.