Using Goal Seek

This quick guide will show a user how to use goal seek, which will set a calculated cell to a desired value based on an entered value. This function is used when one knows the result of a formula, but not what inputs are needed to reach that value.

**Step 1**

Go to the Data tab in the formatting ribbon and click on the What-If-Analysis command button. Choose Goal Seek from the drop down menu.

**Step 2**

This will display the Goal Seek dialogue box. The “Set cell” is which cell a certain value should appear in. The “To value” is what the user wants that value to be. The “By changing cell” is whatever cell needs to be altered to gain that “To value” in the “Set cell.” Enter values in the fields.

**Step 3**

Click on OK at the bottom of the dialogue box. The Goal Seek Status dialogue box will show whether or not a solution has been found. Click OK to accept the new values or cancel to revert to the originals.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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