Creating Scenarios

The Scenario Manager stores values for cells and allows users to switch between different outcomes. For example, users can create scenarios to display a best case result, worst case result, and most likely result. Additionally, a scenario summary report can be created which displays all of the created scenarios.

Creating a New Scenario

Step 1
Click the Scenario Manager option found under the What-If Analysis button located in the Data tab in the Data Tools group.

Step 2
The Scenario Manager dialogue box will appear. To add a scenario, click Add.

Step 3
Enter a name for the scenario, e.g. Best Case.

Step 4
In the Changing Cells field, select the cell that will be given a new value. In this image, cell B1 will be changed to a new value.

Note: To select multiple cells, click and drag with the cursor or Ctrl + click if cells are not beside one another.
Step 5
Click OK. In the Scenario Values dialogue box, enter a new value for the cell selected in the previous step.

Step 6
Click OK to return to the Scenario Manager dialogue box.

Step 7
With the scenario highlighted, click Show. The cell will now be updated to reflect the scenario.

Step 8
Repeat steps 2-7 to create additional scenarios.

Creating a Scenario Summary Report

Step 1
Click the Summary button in the Scenario Manager dialogue box.
Step 2
Click on the Result cells, or the cells that will be updated after the initial cell is changed.

Step 3
Click OK to create the scenario summary report.

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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