**Checking Formulas for Errors**

This guide will show you how to recognize errors in formulas used Microsoft Excel and how to get help fixing them.

**Step 1**
If Excel detects an error in the formula, an error flag is displayed next to the cell.

**Step 2**
When the cursor is hovered over the flag, an explanation for the possible error is displayed.

**Step 3**
Click on the pull down arrow to the right of the flag to get help on the error or to ignore the potential error.

**More Information**
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](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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