

**Class:** BSc

**Subject :** Application of IT- Basics Excel

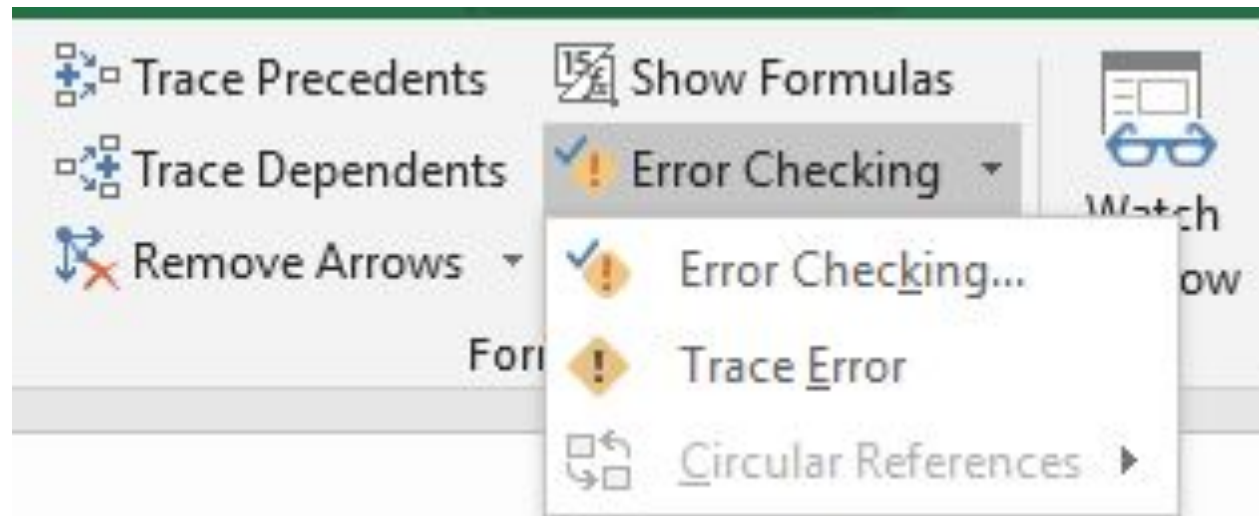
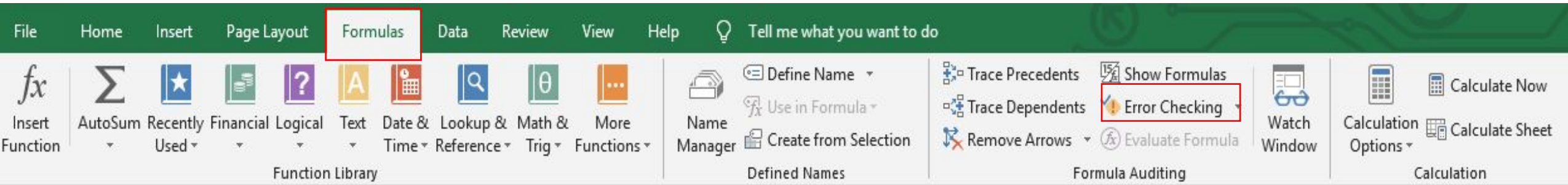
**Chapter:** Unit 4 Chapter 1

**Chapter Name:** Auditing, Error Identification, Solving and Review

# Error Checking

- When using formulas you should always check for errors.
- The Formula Auditing group on the Formulas tab contains commands to help you identify and fix formula errors.
- The most useful command is the Error Checking drop-down.

# Error Checking



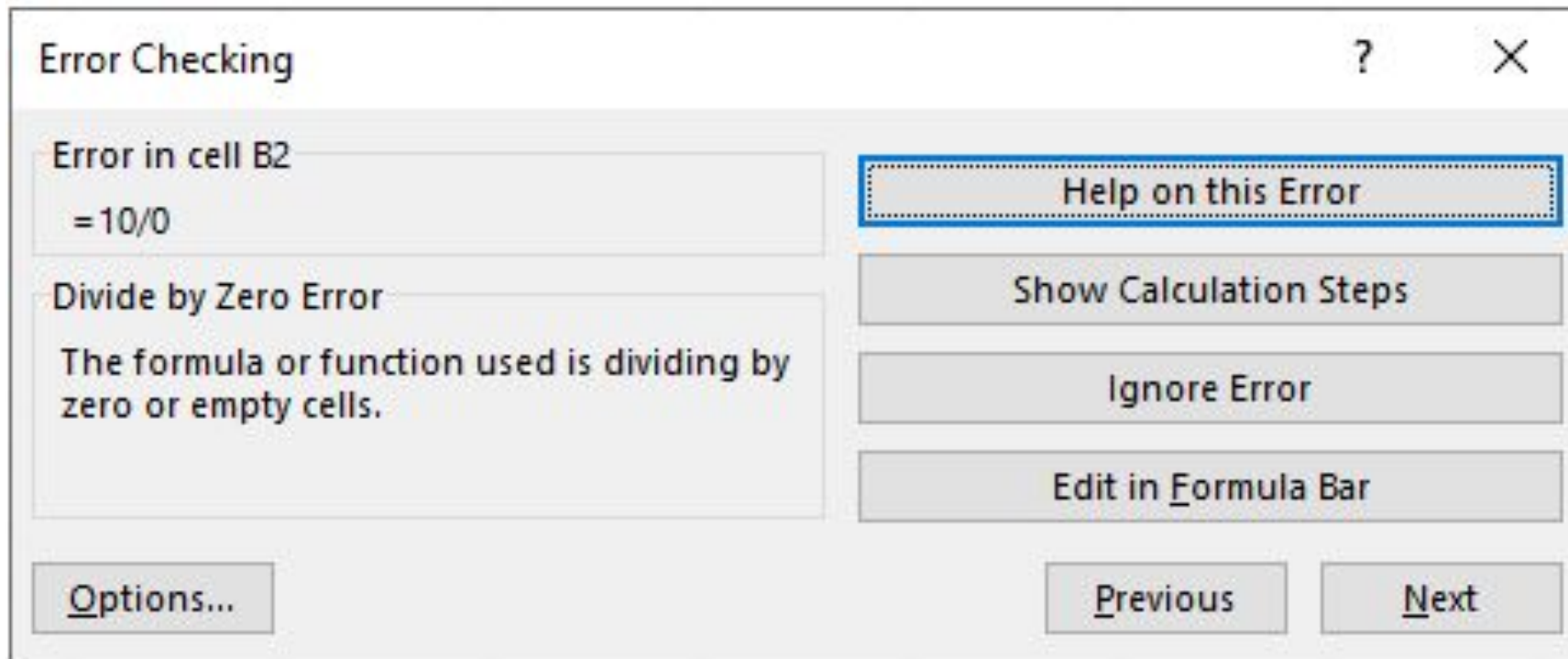
# Error Checking

- ❑ **Error Checking** – Displays the Error Checking dialog box, if your worksheet contains errors.
- ❑ **Trace Error** – Clicking once will trace all the arrows to cells with error values. You should remove any trace arrows before using.
- ❑ **Circular References** – A sub-menu displaying the cells that contain Circular References.

## ***Error Checking Dialog Box***

- This dialog box is probably the quickest way to find any cells that contain errors on the active worksheet.
- The first cell that contains an error will be selected when this dialog box is displayed.
- You can use this dialog box to find and investigate any errors one by one.
- This dialog box is completely modeless and can only be displayed when the active worksheet contains at least one error.
- The actual contents of the cell are displayed in the top left corner and a short description of the error is given below, in this case it is division by zero..

# Error Checking Dialog Box

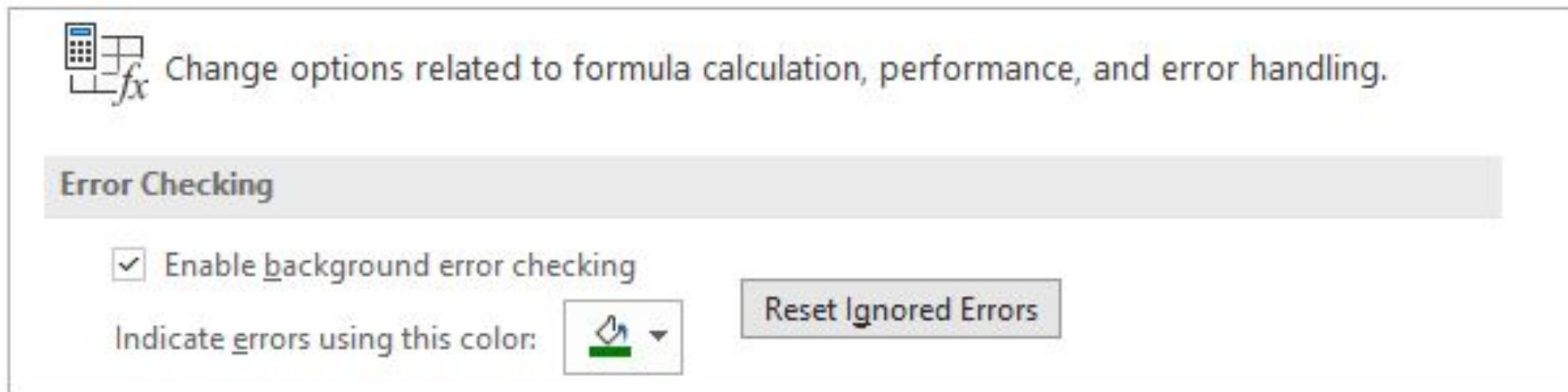


## ***Error Checking Dialog Box***

- ❑ **Help on this Error** – Displays a help topic relating to the specific type of error.
- ❑ **Show Calculation Steps** – Displays the Evaluate Formula dialog box.
- ❑ **Ignore Error** – This will remove the green indicator from the top left hand corner of the cell containing the current error.
- ❑ **Edit in Formula Bar** – Allows you to edit the formula in the formula bar. Press Resume to continue after you have made the changes.
- ❑ **Options** – Displays the Excel Options, Formulas Tab.
- ❑ You can use the Previous and Next buttons to move between the errors on the active worksheet. This option is available even if you have switched off background checking

# Background Error Checking

- Excel will perform background error checking for you automatically (by default).
- You can change this setting from the Options, Formulas Tab.





# Background Error Checking

- When an error is identified, a small green triangle is displayed in the top left corner of the cell.
- Selecting this cell will display a tooltip that gives you a short description as well as a Smart Tag.
- Most of the time the reason you are seeing a green triangle is because Excel cannot evaluate the formula.
- Two of the most common formula error values are #DIV/0! and #VALUE!

	A	B	C	D
1				
2		#DIV/0! =10/0		
3				

	A	B	C	D	E	F	G
1							
2		#DIV/0! =10/0					
3							
4							

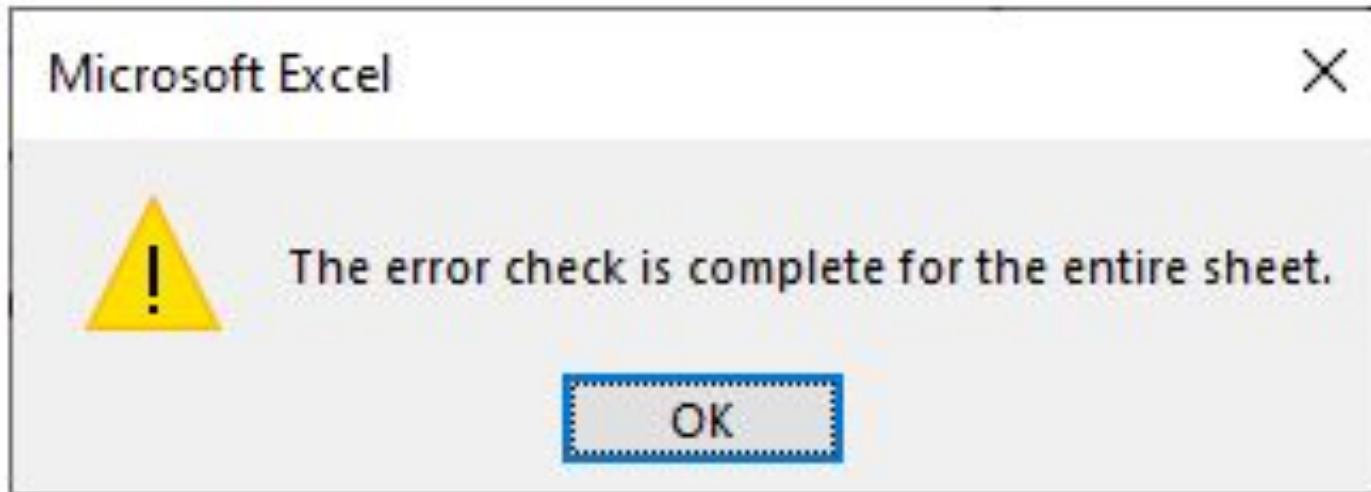
The formula or function used is dividing by zero or empty cells.

## *Ignoring Error*

- If there are any errors in your formulas they will be indicated by the Error Checking Smart Tag.
- If the error checking rules have been switched off you can use the Error Checking dialog box instead.
- Both the smart tag and the dialog box give you an option to "Ignore Error".
- If you ignore an particular error, the smart tag will disappear and the error will no longer appear in the Error Checking dialog box.
- It is possible to reset all your "ignored errors" using a button on the Options, Formulas Tab.

## *Error Check Complete*

- A message box will be displayed once the whole worksheet has been checked.



## ***Important***

- You can choose not to ignore any errors by using the Options dialog box and clicking "Reset Ignored Errors".
- If you have chosen to ignore the error by accident, pressing F2 and Enter will display the error indicator again