

# How to View and Edit Links in Excel

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## To Unprotect Sheet

1. Click Review
2. Click "Unprotect Sheet"

Or

1. Click "File"
2. Click "Unprotect Sheet" for each file listed under "Protect Workbook"

## To View Formulas

### For each cell:

Click the cell and view in formula bar

*\*If Formula bar is not open, click "View" and select "Formula Bar"*

### For all Cells at one time:

Click "Formulas" tab and click "Show Formulas" (*Deselect when done viewing*)

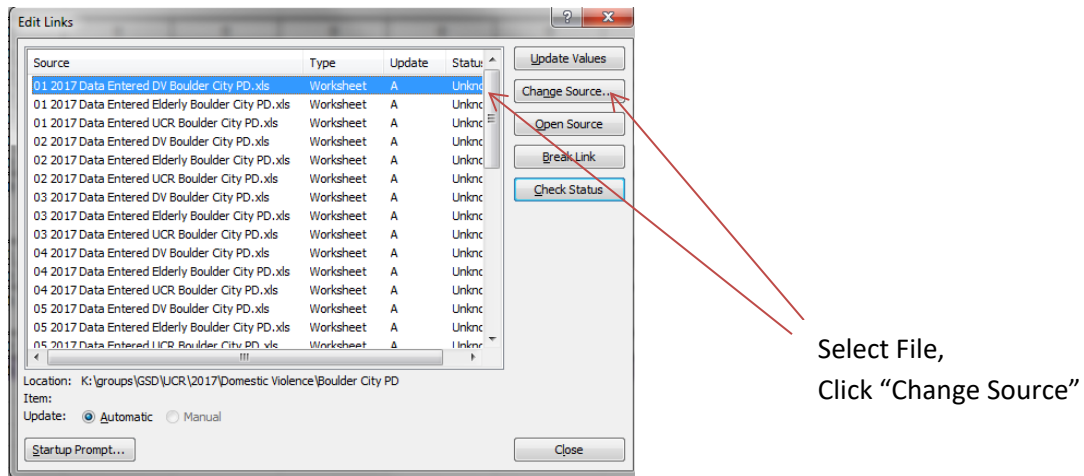
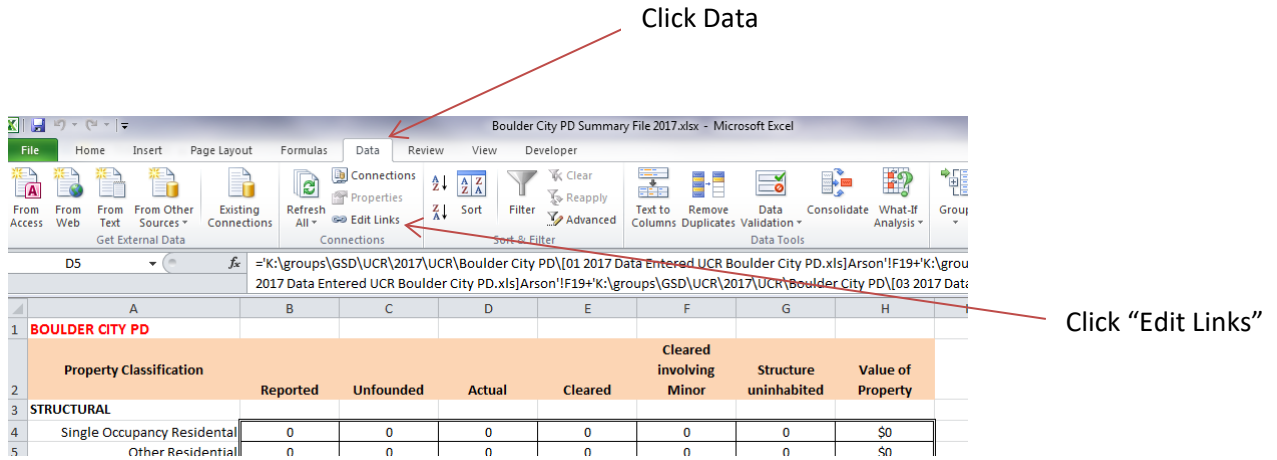
## To Edit Links

1. Open File
2. Go to "Data" tab
3. Click "Edit Links"
4. Click "Change Source"
5. Locate file and click enter

Links will automatically update

*\*If unable to click on "Change Source", the worksheets are more than likely protected and need to be unlocked first*

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Browse for file you want to replace with, Double Click

