

Proicere, Inc.

MS Excel: Range Names

Lesson Notes

Author: Pamela Schmidt

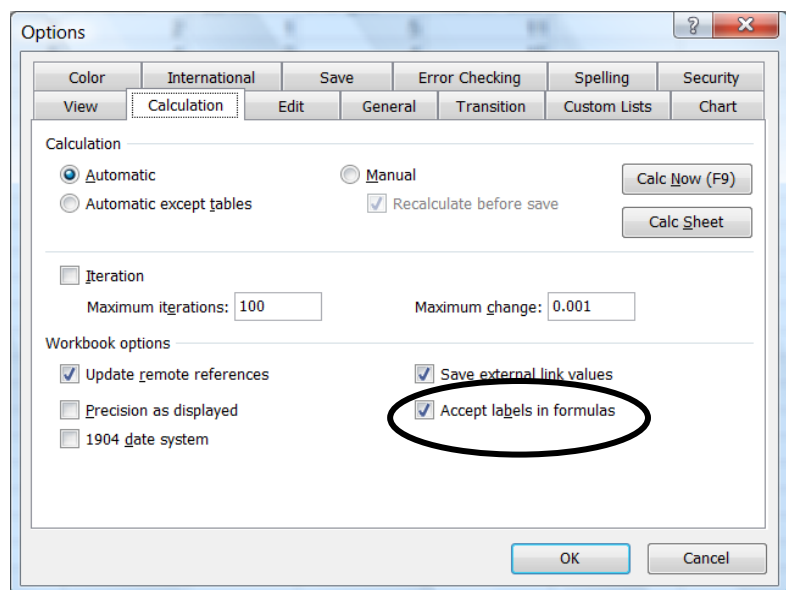
Labels as Formulas

If the “Accept labels in functions” option is turned on, the label can be used instead of a range.

i.e. =sum(Apples) will produce the same results as if the range had been entered instead of the label.

	Apples	Ba
Basket 1	3	
Basket 2	5	
Basket 3	4	
Basket 4	2	
Total Fruit	=SUM(Apples)	

To turn the “Accept labels in formulas” option on and off, from the menu choose Tools, Options. In the dialog box that appears, choose the Calculation tab. In the bottom right area is the check box for the “Accept labels in formulas” options.

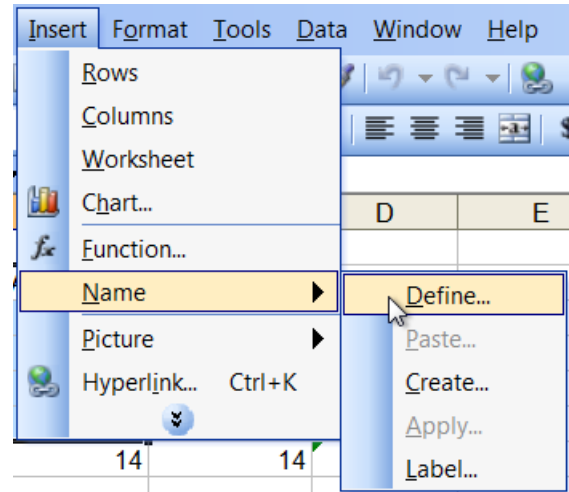
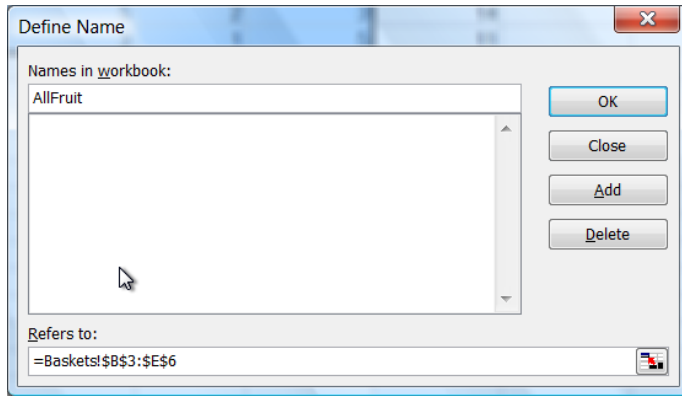


Creating Named Ranges

Defined

Select the area to be named
On the menu select
Insert, Name, Defined

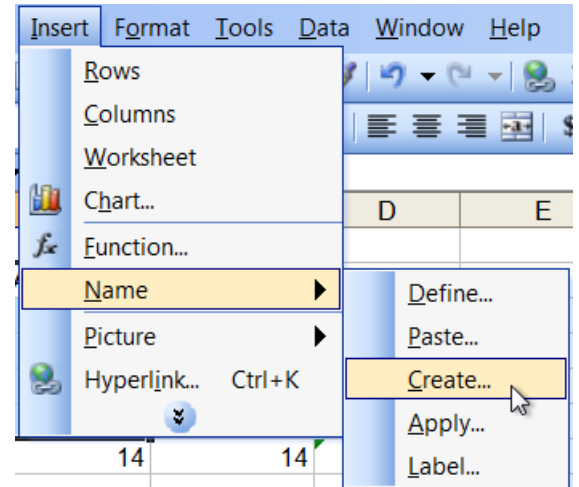
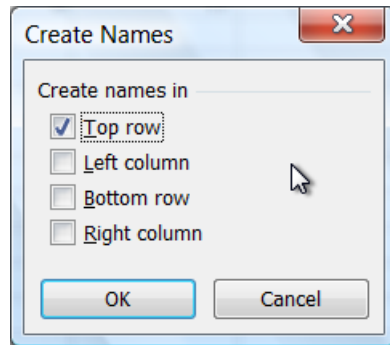
Key in desired name



Note: The name cannot have spaces.

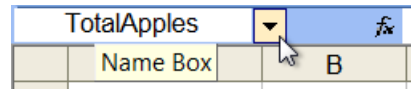
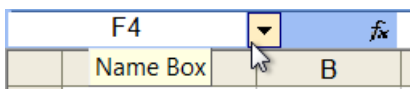
Create

Select the area to be named including the labels.
On the menu select
Insert, Name, Create
Select if the names will be the label in the top row, left column, etc. (The label will not be part of the range.)



Name Box

Select area to be named
In the Name Box on the formula bar, key in the name for the range.



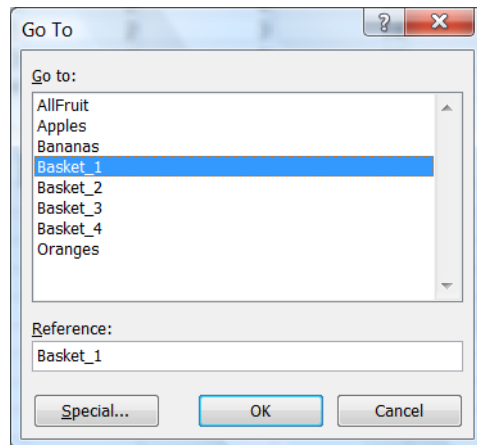
Using Named Ranges

Using Range Names in Go To

Use F5, or Ctrl G to bring up the Go To

The named ranges are listed

Click on the range name and press enter

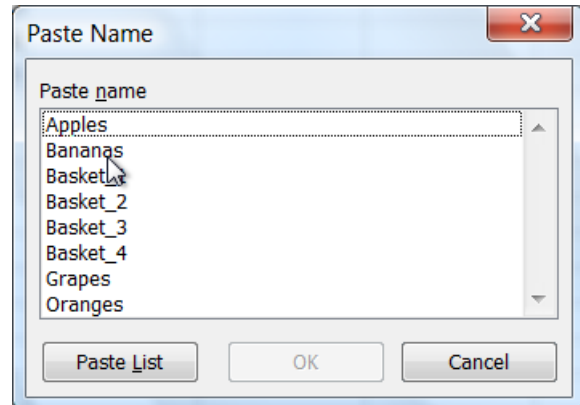


Change the zoom to 39% to see the named ranges. This will not effect printing, printing will be normal regardless of the zoom.

	A	B	C	D	E	F
1	Baskets					
2		Apples	Bananas	Pears	Oranges	Total for Basket
3	Basket 1	3	2	1	5	11
4	Basket 2	5	4	2	4	15
5	Basket 3	4	5	2	3	14
6	Basket 4	2	3	1	5	11
7	Total Fruit	14	14	6	17	

Paste Name

The F3 key will bring up a list of named ranges. Select the desired range the click the "OK" button.



Formulas

If the range is only one cell, it may be used as a single cell. If the range is several cells, it must follow any rules that apply to ranges.

=+Apples+Oranges is not valid

=SUM(Apples,Oranges) would be valid