NAME GROUPS OF DATA (NAMED RANGES)

When working with large groups of data, it can be useful to identify groups of cells that contain related data. Instead of selecting these cells each time they are used in a formula or function, they can be defined as a range. When the range is used in a formula or function, the name of the range can be used instead of the cell references.

A Named Range is a descriptive name that is assigned to a cell or range of cells. These names can be used to reference the cell or range of cells in a formula, print ranges, and so forth. The ability to name a cell or range of cells allows:

✓ Easier formula construction and entry.
✓ Improved documentation and clarification of the meaning of formulas.
✓ Navigation of large worksheets simply by using the Go To command to move the pointer to a named range.
✓ Specification of a print range.

Range names must begin with a character or the underscore character. After the first letter, any character, letter, number, or special symbol—except hyphens and spaces—is acceptable. Names can be up to 255 characters, although short, meaningful names of 5-15 characters are more practical.

Create a Named Range
✛ Select the cells that are to be named.
✛ Click the **Name Box** on the **Formula Bar**.

✛ Type the name for the range.
✛ Press the **Enter** key on the keyboard.

Create a Name Range from a Selection
✛ Select the cells that are to be included in the range.
✛ Make sure either the first cell or the last cell contains the name for the heading.
✛ Click the **Formulas Tab**.
✛ In the **Defined Names Group**, click **Create from Selection**.
✛ The **Create Names from Selection** dialog box will display.
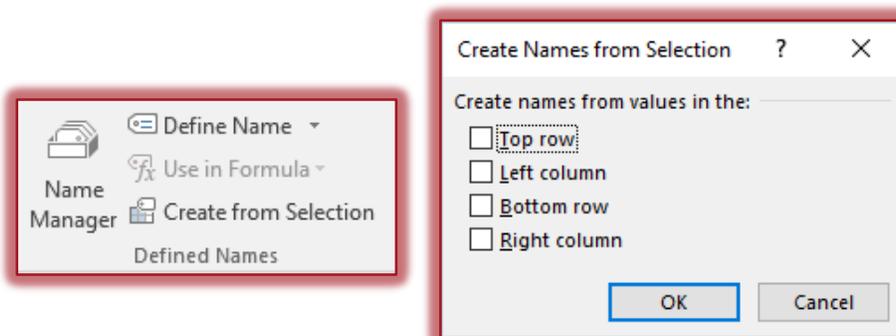
✛ Click one of the options in the box.
✛ Click the **OK** button to name the range.
✛ The name that appears in the select column or row will be the name of the range.

Display a Named Range
✤ Click the **Formula Tab**.
✤ In the **Defined Names Group**, click the **Name Manager** button**.**
✤ The **Name Manager** dialog box will appear.
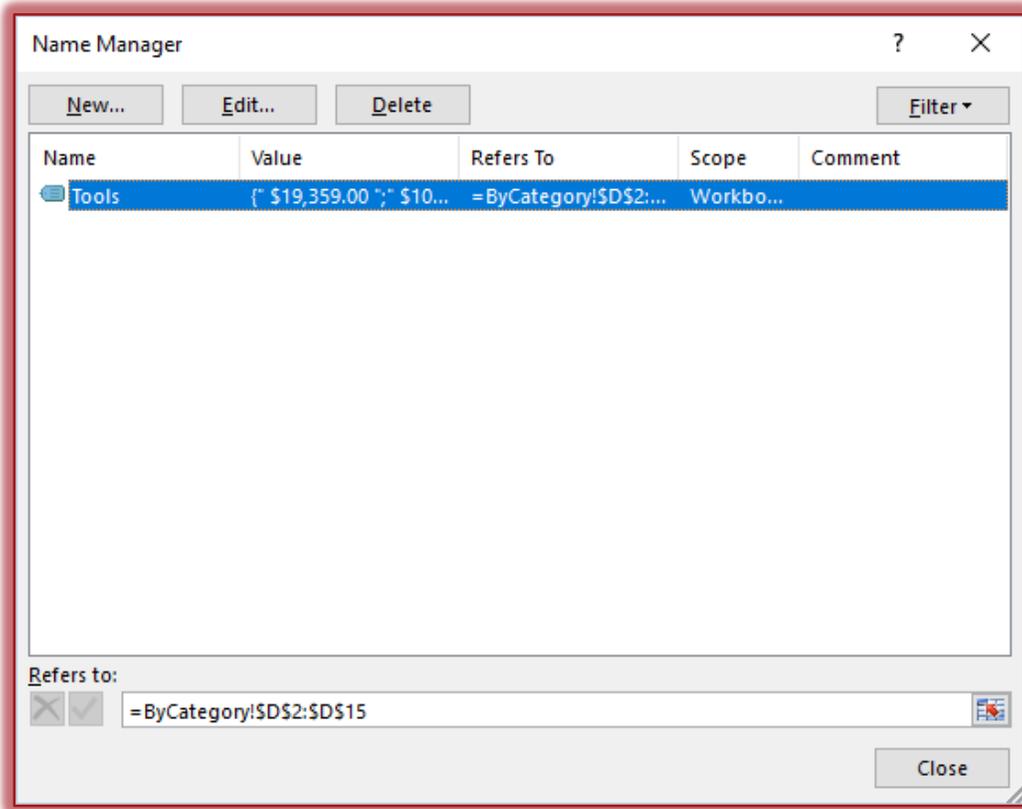
Edit a Named Range
✤ Click the **Formula Tab**.
✤ In the **Defined Names Group**, click the **Name Manager** button**.**
✤ The **Name Manager** dialog box will appear.
✤ Click the **Named Range** that is to be edited.
✤ Click the **Edit** button.
✤ The **Edit Name** dialog box will display.
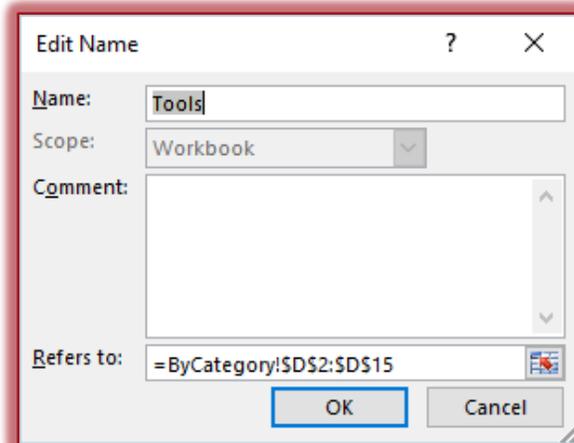
✤ Click the **Collapse Dialog** button. This is the red arrow at end of the **Refers to** box.

- ✞ Select the new cells for the range.
- ✞ Click the **Expand Dialog** button. This is the red arrow at the end of the box.
- ✞ Click the **OK** button to accept the changes.

Use a Named Range in a Formula or Function

- ✞ Begin typing the function such as SUM.
- ✞ When the S is typed, the **Formula Auto Complete** list will appear.
- ✞ Type the letter U.
- ✞ Click the **Sum** function.
- ✞ Press the **Tab** key.
- ✞ The function will appear in the cell with the beginning parentheses displayed.
- ✞ Start typing in the name of the range, such as **Salary**.
- ✞ Continue typing letters until the **Name of the Range** appears.
- ✞ When the **Named Range** appears in the list, highlight the name.
- ✞ Press the **Tab** key to insert the **Named Range**.
- ✞ Input the closing parentheses.
- ✞ Press the **Enter** key or click the **Enter** button on the **Formula Bar**.