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Microsoft Intermediate Excel 2010



By Kay S. Tatum
PERFORMANCE DIMENSIONS, INC.

Decision-making Functions

Excel's functions are formulas that you create in the worksheet. A function's arguments can be constant values or formulas. When a function's argument is another function, it is called a *nested* function. You can nest up to seven levels of functions in a formula.

If Functions =If(logical_test,value_if_true,value_if_false)

The **If** function enables you to perform a calculation only if a certain condition is TRUE, and to perform a different calculation if that condition is FALSE. The **value_if_true** and **value_if_false** results can be either values or text. If the result is text, it must be enclosed in quotes.

If functions are divided into three sections:

1. **Logical_test** is any value or expression resulting in TRUE or FALSE.
2. **Value_if_true** is the value (or formula resulting in a value) that will be entered into the worksheet if the **logical_test** is TRUE.
3. **Value_if_false** is the value (or formula resulting in a value) that will be entered into the worksheet if the **logical_test** is FALSE.

Example:

=if(A4>5,A4/2,0)

If A4 = 8, then **logical_test (A4>5)** is TRUE, and the function returns the **value_if_true (A4/2)**.

If A4 = 2, then **logical_test (A4>5)** is FALSE, and the function returns the **value_if_false (0)**.

Example:

=if(A4>5,"Yes","No")

If A4 = 8, then **logical_test (A4>5)** is TRUE, and the function returns **Yes**.

If A4 = 2, then **logical_test (A4>5)** is FALSE, and the function returns **No**.

Task: Create Formulas Using The If Function

The object of this task is to create **If functions** in a worksheet that will determine if certain arguments are true or false.

What you do:

Comments/Prompts

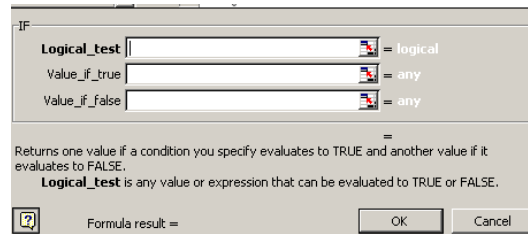
1. Open **Sales Contest.xlsx**.

2. Delete the data in **G8:G12**.
3. Click in cell **G8** and click on the **Paste Function** icon on the **Standard** Toolbar.
4. Click on the **Logical** Function Category.
5. Click on **IF**.
6. Click **OK**.



A list of function names will display on the right side of the Dialog Box.

To open the **IF** Dialog Box.



7. In the **Logical-test** box, type: **f8>quota**.
8. Press: **[Tab]**.
9. In the **Value_if_true** box, type: **comm_rate*f8**.
10. Press: **[Tab]**.
11. In the **Value_if_false** box, type: **0**.
12. Click **OK**.
13. Copy the formula in Cell **G8** down to Cell **G12**.
14. Select the range **G8:G12**.
15. In the Formula Bar, replace the **0** with **“Below Quota”**.
16. Press: **[Ctrl] + [Enter]**.
17. Save the file.

This will check to see if Cell **F8** is greater than the quota.

If the **Logical test** is true, then multiply the commission rate times Cell **F8**.

If the **Logical test** is false, then type a **0**.

Notice the results of the formulas in those cells.

To copy the edited formula to the selected cells.

Nested If Functions

Used alone, an **IF** function can choose from only two calculations (**TRUE** or **FALSE**). You can, however, choose to nest **IF** functions within other **IF** functions. You are limited to seven levels within a nested function. **(Note: When working with nested functions, you will have multiple open parentheses. For every open parenthesis, there must be a close parenthesis.)**

Example:

=if(A4<50,A4/2,if(A4>100,"Yes",0))

If A4 = 24, then **logical_test (A4<50)** is TRUE, and the function returns the **value_if_true (A4/2)**.

If A4 = 150, then the second **logical_test (A4>100)** is TRUE, and the function returns the second **value_if_true (Yes)**.

If A4 = 75, then **logical_test (A4<50)** and **(A4>100)** is FALSE, and the function returns the **value_if_false (0)**.

Task: Create Formulas Using A Nested If Function

The object of this task is to create a formula that contains multiple **If functions** in a worksheet. Ensure that **Sales Contest.xlsx** is still open.

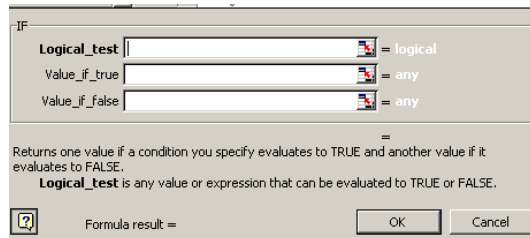
What you do:

- 1. Delete the data in the range **H8:H12**.
- 2. Click in Cell **H8**.
- 3. Click on the **Paste Function** icon on the **Standard** Toolbar.
- 4. Click on **IF** from the **Most Recently Used** category.
- 5. Click **OK**.

Comments/Prompts



To open the **IF** Dialog Box.



- 6. In the **Logical-test** box, type: **f8>70**.
- 7. Press: **[Tab]**.
- 8. In the **Value_if_true** box, type: **10**.
- 9. Press: **[Tab]**.
- 10. Place the mouse pointer anywhere inside the gray area of the **IF** Dialog Box and drag it to the middle of the worksheet.

This will check to see if cell position F8 is greater than 70.

If the **Logical test** is true, then place a 10 in Cell **H8**. These people will get a 10% bonus.

To move to the **Value_if_false** box.

So you can see the **Formula Bar** at the top of the worksheet.

11. Click on the **IF** Button to the left of the **Formula Bar**.



A blank **IF** Dialog Box will display on the screen.

12. In the **Logical-test** box, type: **f8>60**.

This will check to see if Cell **F8** is greater than 60.

13. Press: **[Tab]**.

14. In the **Value_if_true** box, type: **8**.

If the **Logical test** is true, then place an 8 in Cell **H8**. These people will get an 8% bonus.

15. Press: **[Tab]**.

To move to the **Value_if_false** box.

16. Click on the **IF** Button to the left of the **Formula Bar**.



A blank **IF** Dialog Box will display on the screen.

17. In the **Logical-test** box, type: **f8>50**.

This will check to see if Cell **F8** is greater than 50.

18. Press: **[Tab]**.

19. In the **Value_if_true** box, type: **4**.

If the **Logical test** is true, then place a 4 in Cell **H8**. These people will get a 4% bonus.

20. Press: **[Tab]**.

To move to the **Value_if_false** box.

21. Click on the **IF** Button to the left of the **Formula Bar**.



A blank **IF** Dialog Box will display on the screen.

22. In the **Logical-test** box, type: **f8>30**.

This will check to see if Cell **F8** is greater than 30.

23. Press: **[Tab]**.

24. In the **Value_if_true** box, type: **2**.

If the **Logical test** is true, then place a 2 in Cell **H8**. These people will get a 2% bonus.

25. In the **Value_if_false** box, type: **0**.

If the **Logical test** is false, then type a 0.

26. Click **OK**.

The resulting formula should look as follows:

=IF(F8>70,10,IF(F8>60,8,IF(F8>50,4,IF(F8>30,2,0))))

27. Copy the formula in Cell **G8** down to Cell **G12**.

Notice the results of the formulas in those cells.

28. Save and close the file.

Summarize Multiple Worksheets

You can summarize numbers in multiple worksheets into a Summary Sheet. This allows you to view the total for all the sheets combined, or look at the totals for individual sheets. An example of how this would be used is in an annual budget. You would have an individual sheet for Qtr 1, Qtr 2, Qtr 3, and Qtr 4. You would then have another sheet that would total the four quarters and be able to view the entire year's budget on one sheet.

Task: Summarize Multiple Worksheets

The object of this task is to add the values together from multiple worksheets into a summary sheet.

What you do:

1. Open **Sales Workbook.xlsx**.
2. Click in Cell **C5**.
3. Type **=sum(**
4. Click on the **Jones** tab and click in Cell **C5**.
5. Hold down the **[Shift]** key and click on the **Andrews** tab.
6. Press **[Enter]** to complete the formula.

Comments/Prompts

To begin the formula that will calculate the total **Quantity** sold by all three salesmen.

To tell Excel where the first value is to be summed.

To select all three worksheet tabs.

Excel will add all the numbers together that are in Cell **C5** from the three worksheets.

	A	B	C	D	E
1	Sales Report Summary				
2	2001				
3					
4	Item Code	Item Price	Qty.	Product Sales	Con
5	1	\$10.00	17		
6	2	\$6.53			

7. Click in Cell **D5**.
8. Type **=sum(**
9. Click on the **Jones** tab and click in Cell **D5**.
10. Hold down the **[Shift]** key and click on the **Andrews** tab.

11. Press **[Enter]** to complete the formula.

Excel will add all the numbers together that are in Cell **D5** from the three worksheets.

	A	B	C	D	E
1	Sales Report Summary				
2	2001				
3					
4	Item Code	Item Price	Qty.	Product Sales	Commission
5	1	\$10.00	17	\$170.00	
6	2	\$6.53			

12. Click in Cell **E5**.

13. Type: **=sum(**

14. Click on the **Jones** tab and click in Cell **E5**.

15. Hold down the **[Shift]** key and click on the **Andrews** tab.

16. Press **[Enter]** to complete the formula.

Excel will add all the numbers together that are in Cell **E5** from the three worksheets.

	A	B	C	D	E
1	Sales Report Summary				
2	2001				
3					
4	Item Code	Item Price	Qty.	Product Sales	Commission
5	1	\$10.00	17	\$170.00	\$25.50
6	2	\$6.53			

17. Select Cells **C5:E5**.

18. Place the mouse pointer on the lower-right corner of the selected area.

The mouse pointer will turn into a thin black cross.

19. Hold down the Left Mouse Button and drag down to Row 14.

To copy the formulas to the remaining rows.

20. Save and close the file.

Calculate Single Cells From Multiple Worksheets

You can also create formulas that will calculate values within multiple worksheets and/or files without using the SUM function. In this case you would make sure that you have all of the files open that contain the values to be calculated. You add the values to the formula by clicking on the appropriate worksheet and cell.

Task: Calculate Single Cells From Multiple Worksheets

The object of this task is to add values together from multiple worksheets and files into a single cell.

What you do:

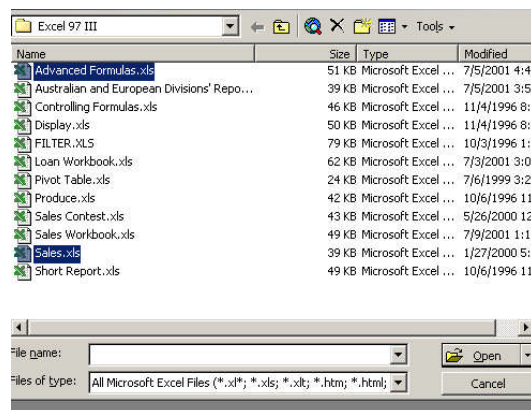
1. Click on the **Open** icon on the **Standard** Toolbar.
2. Click once on **Advanced Formulas.xlsx**.
3. Hold down the **[Ctrl]** key and click once on **Sales.xls**.

Comments/Prompts

The **Open** Dialog Box will display.

To select the first file to open.

To select the second file to open.



4. Click on the **Open** button.
5. Click in Cell **B1**.
6. Type =
7. Click on Cell **G14**.
8. Press: +
9. Click on Cell **G31**.
10. Press: +
11. Click on the **Window, Advanced Formulas.xlsx** Menu.
12. Click on Cell **F6**.
13. Press: **[Enter]**.
14. Press the **[Up Arrow]** key on the keyboard.

To open both files simultaneously. You should be in the **Sales.xls** file.

To make that the active cell.

To begin the formula.

This cell will contain the first value in the formula.

To add that value to the formula.

To switch to the **Advanced Formulas** workbook.

To add that cell to the formula.

To complete the formula. Excel will switch you back to the **Sales.xls** workbook and move you down to Cell **B2**.

To return to Cell **B1**.

15. Look at the formula in the **Formula Bar**.

=G14+G31+'[Advanced Formulas.xlsx]Auditing'!\$F\$6

Notice that Excel adds the name of the workbook and worksheet to the formula when you switched to click on Cell **F6**. Also notice that Cell **F6** is an absolute cell value.

16. Save and close both files.

Finding, Sorting, and Filtering Data

Long lists of data can be intimidating, but Microsoft Excel has excellent sorting and filtering capabilities to help bring that data under control. This tutorial shows you several strategies for finding and organizing data.

Using Excel As A Database Application

For simple lists of data, Excel can function as a perfectly good database application, and is simple to use. Excel works great for flat file databases. A flat file database consists of a single sheet of rows and columns. The first row contains the column headers, and the subsequent rows contain data.

Creating your data table

First, let's review some database terminology, using a familiar example -- an address book.

When constructing a data table in Excel, it's important to put the field names in the first row. Field names describe the type of data placed in each column. For an address book, the field names might include **FirstName**, **LastName**, **Address**, **City**, **State**, and **ZIP**. In subsequent rows, enter the specific entries for each person. Each row is for a different person and is called a record.

The first step in creating a data table is to place the field names in row 1. You can format the field names differently if you like (such as making them bold or a different color), but that's purely a matter of aesthetics; Excel doesn't assign any particular meaning to the formatting.

Follow these steps to create a phone list for a club:

1. Start a new workbook, and on Sheet1, enter the following:

- A1: First
- A2: Last
- A3: City
- A4: State
- A5: Phone
- A6: A4: Membership

2. Select row 1, and then apply bold formatting to it.
3. Select columns A through F, and then set their column widths to 15.
4. Next, enter records shown below into the worksheet.

A	B	C	D	E	F
First	Last	City	State	Phone	Membership
Bob	Adams	Jackson	TN	317-555-2818	Active
John	Smith	Jackson	MS	317-555-8191	Active
Wayne	Baker	Memphis	TN	765-555-U17	Active
Kathy	Jones	Memphis	AR	765-555-8271	In active
Pam	White	Ft. Wayne	IN	217-555-3230	Active

5. Save your work as Int-Practice3.xlsx, and then close the file.

Finding and replacing data

So far, most of the worksheets you've worked with in this course have been small, so it was easy to find data at a glance. When you get 50 or so records in a database, however, finding a specific record starts becoming more difficult by just browsing.

You can locate data in an Excel database in many ways, but perhaps the simplest and most user-friendly is the Find command. To use it, press **Ctrl+F** or, on the **Home** tab, click on the **Find & Select > Find** button on the right side of the Ribbon. Either way, the Find and Replace dialog box opens, with the Find tab displayed. Type the text string you want to locate, and then click **Find Next** to jump to the next cell in the worksheet that contains that string.

You also can set options for finding. Try the following exercise to see some of them:

1. In Int-Practice3.xlsx you created above, on the Home tab, select Find & Select > Find.
2. In the Find and Replace dialog box, type **Wayne** in the **Find what** text box.
3. Click the **Options** button to expand the options.

4. Leave the Within, Search, and Look in boxes set at their defaults for now. Here's what each of those settings does:

Within: Specifies whether to search the current sheet only or the entire workbook.

Search: Specifies whether to search by row or by column.

Look in: Specifies whether to search in formulas, values, or comments. Unless a particular cell contains a formula or function, it makes no difference whether you select Values or Formulas.

5. Check the **Match** case check box. This limits the search to the capitalization you typed in the Find what text box.
6. Click **Find Next**. Keep doing that until you've cycled through all instances in the sheet. Notice that it finds one instance of "Fort Wayne" and one instance in which Wayne is the person's name.
7. After you reach the first instance again, check the **Match entire cell** contents check box. Then click **Find Next**. This time Excel only finds the first name "Wayne".
8. Click Close to close the Find and Replace dialog box.
9. Leave the file open for later use in this lesson.

You can also use the Find and Replace dialog box to replace data. Click the Replace tab and specify what you want to replace the found text with.

Sorting worksheet data

As you just learned, one way to locate certain data is to use the **Find** feature. Another way is to sort the records by a particular column and then scroll through the data to find what you want.

To do a simple sort by a single column, use the **Sort & Filter** button on the Home tab. Follow these steps to try it out with your sample file:

1. In Int-Practice3.xlsx, click in the **First** column (any row).
2. On the **Home** tab, select **Sort & Filter > Sort A to Z**.
3. Click the Data tab. (More sorting options are available on the Data tab.)
4. In the **Sort & Filter** group, click the **Sort Z to A** button.

You can also do more advanced sorts by multiple columns at once. For example, if duplicate values are in the primary field by which you're sorting, Excel refers to the secondary sort field. To try out a multiple-field sort, follow these steps:

1. In Int-Practice3.xlsx, on the **Data** tab, click the **Sort** button. The Sort dialog box opens.
2. Open the Sort by list, and then select **State**.
3. Click Add Level.
4. Open the Then by list, and then select **Membership**.
5. Click OK.

Filtering data

As you learned in the preceding section, sorting helps you find specific records that met particular criteria alphabetically in a certain field. For example, when you sort by ZIP code, it's easy to scroll through the worksheet and find the people who live in any given ZIP code.

However, a filter can be an even better way of finding certain records, because a filter enables you to hide the records that don't meet your criteria.

The easiest way to filter a list is to turn on the **Filter** feature (on the Data tab), if it isn't already on, and then use the drop-down list buttons at the top of each column to set up your filtering.

Give this a try with your sample data. Follow these steps:

1. In Int-Practice3.xlsx, click the **Data** tab. If the **Filter** button isn't already selected, click it.
2. Open the drop-down list at the top of the **State** column (column D), and then clear the Select All check box. Check the IN and TN check boxes, and then click OK. The list is filtered to show only people who live in those two states.
3. Click the Clear button on the Data tab. The filter is removed, and the full set of data reappears.
4. Open the **First** column's drop-down list, and then select **Text Filters > Contains**. The Custom AutoFilter dialog box opens.
5. In the text box to the right of "contains," type **Pam**.
6. Click on the **Or** option and click on the second drop down arrow.
7. Click on **Contains**.
8. In the text box to the right of "contains," type **Bob**.
9. Click OK. The list is filtered to show only those records that match the criteria.
10. Click the drop-down list button for the **First** column again, and select **Clear Filter From "First."**
11. Click on the **Filter** icon on the Ribbon to turn off the filtering capability.
12. Close the file, saving your changes.

Splitting data into multiple columns

Sometimes when you set up a database, you make a bad decision initially about what information will be separate and what will be combined. For example, many people decide to put first and last names together in a single column in an address book, calling it Name. Later, they realize they want to be able to sort the list by last name, but there's no way to do it because each entry begins with the person's first name.

The opposite can also occur. Perhaps you originally decided to separate the first and last names, but then you decide you want to use them together.

Neither of these problems is insurmountable.

First, look at a situation in which two words exist in a single cell and you want them separated. To experiment with this, follow these steps:

1. Start a new blank workbook, and then save it as **Int-Practice4.xlsx**.
2. Enter the data shown in Figure 3-9.

Tom Smith
Bill Thompson
Paul Smith
Emily Jackson
Rose Jones

3. Select the range A1 :A5.
4. On the **Data** tab, click **Text to Columns**.
5. Select **Delimited**, and then click **Next**.
6. Clear the **Tab** check box, and then check the **Space** check box.
7. Click **Finish**. The names are broken into two separate columns.
8. Save your work. Leave the file open for later use in this lesson.

Notice that the steps split the data into the column to the right of the current one. You must have a blank column to the right of the column containing the original data when you use this command.

Next, you'll look at the opposite situation: concatenating data.

Concatenating data

Now let's look at the opposite situation. Suppose that you've already split data into two or more columns and now you decide you want it combined. (That's what concatenate means -- to combine.)

You can combine data in two ways: a temporary way and a permanent way. Use the temporary way when you want to use the data in a single cell elsewhere in the worksheet but retain the separate values. Use the permanent way when you don't need to go back.

Concatenating data temporarily

To merge data temporarily, create a new column, and in it, set up formulas that concatenate the values of the individual cells.

Let's do this with the example file:

In Int-Practice4.xlsx, in cell C1, enter the formula =A1&" "&B1.

The & sign is the concatenation operator, so technically =A1&B1 would put the two values together. However, there would be no space between them. That's why the " " exist. It's a space, nestled between two quotation marks.

1. Copy the formula from cell C1 to the range C2:C6.
2. Widen column C as needed.

Note: You can also use the CONCATENATE function to do the same thing, like this: =CONCATENATE(A1," ",B2)

Notice that with the function, you separate the pieces with commas rather than & signs because each piece is a separate argument.

Concatenating data permanently

The formulas or functions you set up in the preceding section maintain their reference to the original cells, so the new values don't really replace the old ones. You couldn't delete the original first and last name columns, for example, because then the formulas or functions would have errors.

If you want to permanently replace the two-column names with the one-column names, create the formulas or functions, as in the preceding section, and then use **Paste Special** to paste only the values.

Follow these steps to try it out on your sample data:

1. In Int-Practice4.xlsx, in cell C1, select C1:C6, and then press Ctrl+C to copy the range to the Clipboard.

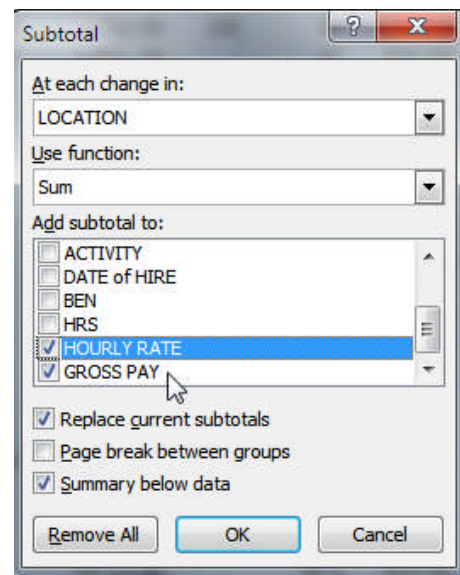
2. Click cell D1.
3. On the Home tab, click the down arrow under the **Paste** button and click **Paste Values**.
4. Select column D, and then press Ctrl+X to cut it.
5. Select column C, and then press Ctrl+V to paste the values into that column.
6. Save your work and close the file.

Using Subtotals

Automatic subtotals are useful in summarizing the data contained in a list. Subtotals are created by using Sum, Count, or Average functions. To use **subtotals**, the data must be organized in a properly designed list.

Turn On Subtotals

1. Open **Sort Data.xlsx**.
2. Click on the **Payroll** worksheet tab.
3. Click in the **LOCATION** column and click on the **Sort Ascending** icon on the **Standard** Toolbar.
4. Click on the **Data** Menu and then click on the **Subtotal** icon on the right side of the Ribbon.
5. Click on the Down Arrow at the **At Each Change in** field.
6. Click on **LOCATION**.
7. Click in the **HOURLY RATE** and **GROSS PAY** boxes to add a checkmark.
8. Click **OK**.



- Notice that the list is subtotaled at the end of each location.
- Notice that there is a grand total at the bottom of the entire list.
- Notice that there are three boxes to the left of Column A and the row numbers. These three boxes indicate the different **Outline Views** that are available in a **Subtotal** environment. You are currently in the **third outline view**, which displays all of the records in the list

9. Click on the first button.

This will hide all of the rows and only display the **Grand Total**.

1	2	3	A
1			
2			
3			
4	NUM		
5	25		
6	72		
7	85		
8	34		
9	49		
10	70		

10. Click on the second button.

This will hide the detail rows and only display **Subtotals** and the **Grand Total**.

1	2	3	A
1			
2			
3			
4	NUM		
5	25		
6	72		
7	85		
8	34		
9	49		
10	70		

11. Click on the **Plus Sign (+)** to the left of **Blue Ridge Total**.

4	NUM	FIRST	LAST	LOCATION	ACTIVITY
+	32			Ashville Total	
+	63			Blue Ridge Total	
+	79			Boone Total	
+	102			Mount Airy Total	
-	103			Grand Total	
	104				

The hidden rows will display and turn the plus sign (+) into a minus sign (-).

12. Click on the **Minus Sign (-)** to the left of **Blue Ridge Total**.

The rows will hide again and only display subtotals.

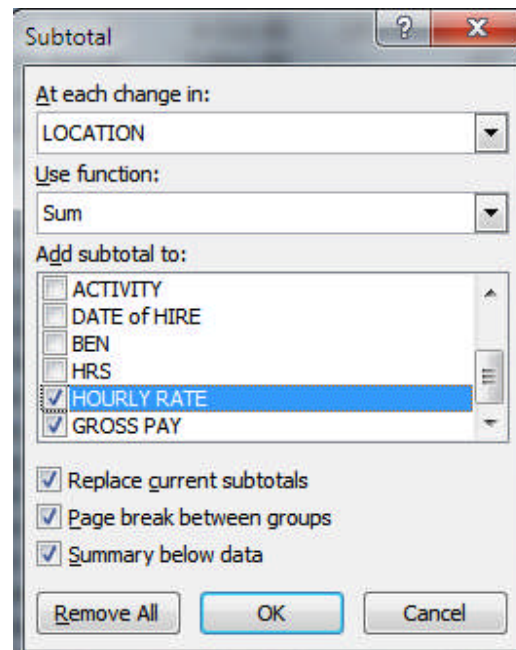
13. Click on the third button.

This will unhide all of the rows and display all **Subtotals** and the **Grand Total**.

1	2	3	A
1			
2			
3			
4	NUM		
5	25		
6	72		
7	85		
8	34		
9	49		
10	70		

14. Click on the **Data** menu, then click on the **Subtotal** icon.
15. Click on **Page break between groups** to add a checkmark.
16. Click **OK**. Excel will add a page break after each **subtotal**.
17. Click on the **Print Preview** icon and view the different pages.
18. Close out of **Print Preview**.

To display the **Subtotals** Dialog Box.



Remove Subtotals

1. Click anywhere inside the list.
2. Click on the **Data** Menu, then click on the **Subtotal** icon on the right side of the Ribbon.
3. Click on the **Remove All** button.

Work With Ranges Of Data

A **Range** is any rectangular area within the worksheet. It can be one cell, multiple cells, a column, or a row. A **Range Name** is a description that you assign to a cell or a group of cells. Names are an alternative to cell references. Once a name has been defined, you can refer to it in a formula; for example, =SUM(Year1). You can use range names to move quickly to a certain area of the worksheet or to specify print ranges.

Range Name Guidelines:

- The first character must be text or an underscore character. Other characters can be text, number, periods, and the underscore.
- Range names can be up to 255 characters long.
- A range name **CANNOT** contain spaces.

- Range names are not case sensitive. You can use either upper-case and/or lower-case characters.

Create Range Names

1. Select the cell or range of cells that you want to name.
2. Click in the **Name Box** in the upper-left corner of the Excel window.
3. Type the range name using the guidelines displayed above.
4. Press **[Enter]**.

Task: Create Range Names

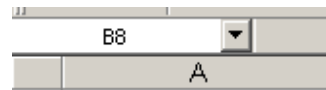
The object of this task is to create range names in the **Long Report.xls** workbook.

What you do:

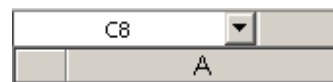
Comments/Prompts

1. Open **Long Report.xls**.
2. Select cell positions B8:B16.
3. Click in the **Name Box** in the upper-left corner of the window.

It is to the left of the Formula Bar.

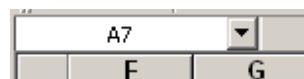


4. Type: **January**.
5. Press: **[Enter]**.
6. Select cell positions C8:C16.
7. Click in the **Name Box** in the upper-left corner of the window.



8. Type: **February**.
9. Press: **[Enter]**.
10. Select cell positions A7:J16.
11. Click in the **Name Box** in the upper-left corner of the window.

This will select all of the data.



12. Type: **Data**.
13. Press: **[Enter]**.
14. Click on the **Formulas** menu, and click on the **Create from Selection** icon on the Ribbon.

To name the entire selected range "data".

Make sure that the data is still selected.

The **Create Names** Dialog Box will display.

15. Make sure there is a checkmark in **Top Row** only.

16. Click **OK**.

This will create range names for each column in the selected area.

17. Click in the **Name Box** and click on **March**.

The data under the **March** heading will be highlighted.

Go To A Range Name

You can go to a **Range Name** by selecting it from the **Name Box**. Once you have a **Range Name** selected, you can print it, delete it, or add/edit data.

1. Click on the Down Arrow to the right of the **Name Box**.
2. All of the worksheet's **Range Names** will be displayed.
3. Click on **the range name** to go to that range.

Use Range Names In Formulas

Instead of trying to recall the correct cell address to enter in a formula, you can enter a **Range Name**. This is quicker and more accurate. Click in the cell in which the formula will be entered. Type **=sum(RangeName)** and press **[Enter]**. Excel will sum the column/row and move you to the next row. (For example, **=sum(January)** will total an entire column of January figures.)

1. Click in cell position B18.
2. Type: **=sum(January)**.
3. Press: **[Enter]**.
4. Click in cell position C18.
5. Type: **=sum(February)**.
6. Press: **[Enter]**.

Edit And Delete Range Names

If you make an error when creating a **Range Name**, you can edit it without having to recreate the range. You can also use this dialog box to delete existing range names.

1. Click on the **Formulas** menu, and click on the **Name Manager** icon on the Ribbon.
2. Click on the **Range Name** to edit.
3. Change the cell range in the **Refers to:** box at the bottom of the dialog box.
4. Click on **Close**.
5. Click on the **Formulas** menu, and click on the **Name Manager** icon on the Ribbon.
6. Click on the **Range Name** to delete.
7. Click on the **Delete** button.
8. Click on **Close**.

