UNIT 3: SPREADSHEET(INTERMIDIATE)

SESSION 7: APPLY CELL AND RANGE NAMES

How to Create Named Ranges in Excel

- Select the range for which you want to create a Named Range in Excel.
- Go to Formulas - > Define Name.
- In the New Name dialogue box, type the name you wish to assign to the selected data range.
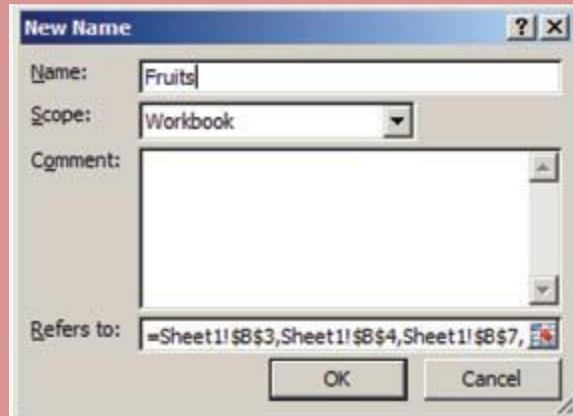- Click OK.

Open a new spreadsheet and enter the following (see this figure):

Now to apply range names, do the following:

	A	B
1	Groceries Price List	
2	Item	Cost
3	Apple	30
4	Banana	5
5	Cabbage	20
6	Cauliflower	20
7	Cherry	20
8	Chilli	100
9	Cucumber	30
10	Ginger	60
11	Grape	30
12	Guava	30
13	Mango	12
14	Pineapple	15
15	Potato	20
16	Pumpkin	25
17	Spinach	25
18	Tomato	14

- Select the cost against the cells that have   Apple, Banana, Cherry, Grape, Guava, Mango, and Pineapple (Keep the ctrl key pressed and clicked on the cells- you will be able to select selective cells together). Right click and select Name a Range…Alternatively, you can select Define Name under Defines Names group in the formulas tab.
- A New Name dialog box appears prompting to enter a name. Enter Fruits in the Name field and click OK

- Select the cost against the cells that have Cabbage, Cauliflower, Chilli, Cucumber, Ginger, Potato, Pumpkin, Spinach, Tomato Values. Right click define the vegetables for this group

If you would like to calculate the total cost of fruits from the list,

- Select an empty cell
- Type Total Cost of fruits and in the adjacent cell, Type=SUM(Fruits) and press enter

You have noticed that the total cost of all items named as Fruits is displayed.

You can understand these changes only by doing practical

EXERCISE

1. Perform the following activities

S.No.	Activities
1.	**Apply names to cells and cell ranges and use them in formulae**
2.	**Using the worksheet created in this exercise, calculate the cost of vegetables. Save the workbook as Grocery_{Your name}**

2. Fill in the blanks:
   a) Assigning names to cells in a worksheet help you to _____ specific cells.
   b) The Define Name option is available under _____ group in the _____tab.

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