

## Range Names

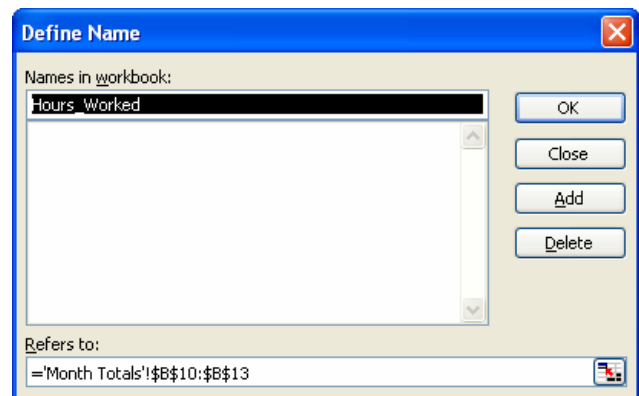
A range name is a descriptive name that is assigned to a cell or range of cells. These names can be used to reference the cell or range of cells in a formula, print ranges, and so forth. The ability to name a cell or range of cells allows:

- 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.

### Defining a Name Range

- ❖ Open the document **Monthly Payroll** from the area when the files were stored when the were downloaded from the Excel Web page.
- ❖ Select the range **C3:C6**.
- ❖ Click in the **Name** box on the **Formula Bar**.
- ❖ In place of **C3**, input **HWork1** for **Hours Worked**.
- ❖ Press the **Enter** key to accept this name.
- ❖ Select the range **D3:D6**.
- ❖ Click in the **Name** box and then input **GPay1** for the Gross Pay.
- ❖ Press the **Enter** key to accept this name.
- ❖ Click the sheet tab for **Week 2**.
- ❖ Select the range **C3:C6**.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click **Name** from the list of options.
- ❖ Click **Define** from the next list.
- ❖ The **Define Name** dialog box will appear.
- ❖ In the **Names in workbook** box, input **HWork2**.
- ❖ Click **OK** to exit the **Define Name** dialog box.
- ❖ Select the range **D3:D6**.
- ❖ Follow the procedure above to name this range **GPay2**.
- ❖ Click the sheet tab for **Week 3**.
- ❖ Select the range **C2:C6**.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Select **Name** from the list of options.
- ❖ Select **Create** from the list.
- ❖ The **Create Names** dialog box will appear.
- ❖ Click the **Top Row** option button to select it, if necessary.
- ❖ Click **OK** to name the range.
- ❖ Complete the same process for the range **D3:D6**.



- ❖ Click the sheet tab for **Week 4**.
- ❖ Select range **C3:C6** and name the range **HWork4** using the **Name Box** process.
- ❖ Complete the same process to give the name **GPay4** to the range **D3:D6**.

### Changing Names of Ranges

- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Choose **Name** and then **Define**.
- ❖ Click the range name **Hours\_Worked**.
- ❖ In the **Names in workbook** box, highlight the name and then input **HWork3**.
- ❖ Click the **Add** button to add this name to the list.
- ❖ Click the range name **Gross\_Pay**, highlight the name, and then input **GPay3**.
- ❖ Click the **Add** button to add this name to the list.

### Deleting Named Ranges

- ❖ Click the **Hours\_Worked** range name and then click the **Delete** key.
- ❖ Click the **Gross\_Pay** range name and then click the **Delete** key.
- ❖ Click **OK** to exit the dialog box.

### Completing the Total Hours Worksheet

- ❖ Click the sheet tab for **Month Totals**.
- ❖ Click cell **B3**.
- ❖ Input **=SUM(**
- ❖ Click the **Week 1** tab, select cell **C3**.
- ❖ Hold down the **Shift** key and then click the sheet tab for **Week 4**.
- ❖ Press the **Enter** key to accept the function.
- ❖ Copy this information across to the **Gross Pay** column and down for the other three employees.
- ❖ Click cell **B10**.
- ❖ Key in **=SUM(HWork1)**.
- ❖ Click cell **C10** and key in **=SUM(GPay1)**.
- ❖ Complete the same procedure for the other three weeks.
  - It is possible to copy the information from cell to cell. However, the Named Ranges will have to be changed for each cell.
  - The cell references in a Range Name can be changed to accommodate any additions to the list of employees.