

Microsoft Excel Using a Range Name in a Formula



Using a Range Name in a Formula

Excel allows us to allocate a name to a cell or a range of cells on the Worksheet / Workbook.

A named cell is often easier to remember and understand than the cell reference.

In the previous section we looked at Relative & Absolute, we used absolute to lock part of the formula to a single cell (C2) for the bonus amount. The formula for this =B3*C\$2.

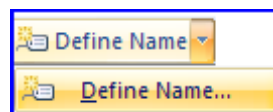
Some prefer not to use the '\$' sign, instead name the cell so the formula would display =B3*Discount.

	A	B	C
1	Name	Sales Per Month	Bonus
2			0.06
3	Mary	34000	=B3*Bonus
4	Mike	32000	=B4*Bonus
5	John	32222	=B5*Bonus
6	Phillip	40900	=B6*Bonus

The Process of Naming a cell:

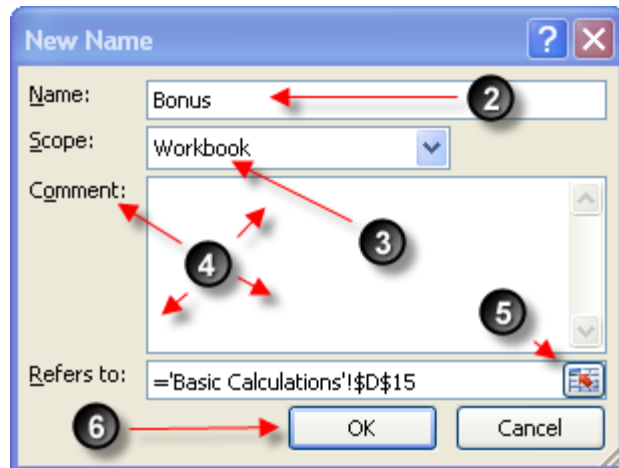
From the **Formulas** tab, select the **Define Names** drop-down arrow.

Select the option **Define Name**.



Name give the cell the required name.

Tip: A name can contain 255 characters (not case sensitive), numbers & punctuation but not spaces or cell references.



Select **Scope** to determine if the Named cell is available to the whole Workbook or a specific Sheet.

Allows a description to be entered for the Named cell.

Click the **Collapse** button, to select cell or type in the cell reference as per example above.

Click **OK** to commit change or **Cancel** to disregard.