

Names, Comments & Labels 3

Names

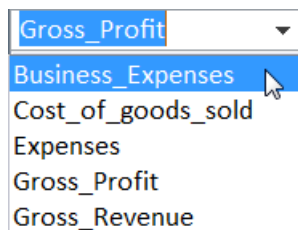
You can give descriptive **Names** to cells, columns, rows and ranges, and use these names in formulas to replace the equivalent cell references. Let's look at a spreadsheet that has been enhanced with descriptive names:

Exercise
Introduction to Names

- Open the Excel workbook on your sample disk named **Scenario with names.xlsx**
- Highlight cells containing numerical data and watch how their names change in the **Name Box**

	A	B	C	D	E
1	Budget				
2			FY 2010		
3		Gross Revenue	\$104,950.00		
4		Cost of goods sold	\$ 27,890.00		
5					
6	Gross Profit		\$ 77,060.00		
7					
8		Rent	\$ 16,400.00		
9		Utilities	\$ 2,060.00		
10		General Administrative	\$ 3,120.00		
11		Expenses	\$ 21,580.00		
12					
13		Operating Income	\$ 55,480.00		
14					

Notice how the cell references have been replaced by descriptive names.



- Click the arrow beside the **Name Box** and select the **Business_Expenses** item from the list. Notice how cells **C8:C10** become highlighted.

The **Cell Range** C8:C10 was given a unique name in exactly the same way that individual cells were named. **Cell Unions**, whole columns and whole rows can also be named.