

Activity 06 - Naming and Editing Ranges

Data File

06.Current Projects.xlsx

Before You Begin

You are on the Windows 10 desktop.

Scenario

You are a regional sales manager at Develetech Industries, a manufacturer of home electronics based in the fictitious city and state of Greene City, Richland (RL). Develetech is known as an innovative designer and producer of high-end televisions, video game consoles, laptop and tablet computers, and mobile phones. Develetech is a mid-sized company, employing approximately 2,000 residents of Greene City and the surrounding area. Develetech also contracts with a number of offshore organizations for manufacturing and supply-chain support.

You have been asked to total the regional data by quarter. To help yourself and others quickly identify the data being totalled, you decide to use range names to create the totals for each region and quarter.

Detailed steps of activities are likely to vary as Microsoft issues digital updates.

- 1) Open Excel and the **Current Projects.xlsx** workbook.
 - a) Open Excel 2021.
 - b) In the **Excel** screen, select **Open**.
 - c) Select **Browse**.
 - d) Open the file **Current Projects.xlsx**.
Verify that you are on the **Region** worksheet.
- 2) Use the **New Name** dialog box to create a named range in the **Quarter 1** column.
 - a) Select cell **B4** and press **Ctrl + Shift + Down Arrow** to select the entire range in column **B**.
 - b) **Ctrl + Shift + Down Arrow** is the keyboard shortcut for selecting all contiguously populated cells below the selected cell or range.
 - c) Select **Formulas** → **Define Name**.
 - d) In the **New Name** dialog box, in the **Name** field, verify **Quarter_1** is listed.
 - e) From the **Scope** drop-down menu, ensure that **Workbook** is selected.
 - f) Ensure that the **Refers to** field displays the following range reference: **=Region!\$B\$4:\$B\$7** and select **OK**.

- 3) Use the **Name Box** to create a named range in the **Quarter 2** column.
 - a) Select cells **C4:C7** and select the **Name Box**, and then type **Quarter_2** and press **Enter**.

Verify the new range name **Quarter_2** is listed in the **Name Box**.

	Region	Quarter 1	Quarter 2
4	North	\$4,674,000	\$3,840,000
5	South	\$4,623,000	\$4,871,000
6	East	\$4,345,000	\$4,807,000
7	West	\$5,185,000	\$4,608,000

- 4) Use the **Create from Selection** command to create a named range in the **Quarter 3** and **Quarter 4** columns.
 - a) Select the range **D3:E7** and select **Formulas → Create from Selection**.
 - b) Ensure that you select the range **D3:E7**, including the headings for Quarter 3 and Quarter 4.
 - c) Ensure that the **Top row** check box is checked and select **OK**.
 - d) Select the **Name Box** drop-down arrow and verify that the two additional named ranges exist, confirming that the names appear as expected.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
4	North	\$4,674,000	\$3,840,000	\$4,272,000	\$5,224,000	\$18,010,000
5	South	\$4,623,000	\$4,871,000	\$4,490,000	\$5,298,000	\$19,282,000
6	East	\$4,345,000	\$4,807,000	\$4,584,000	\$4,606,000	\$18,342,000
7	West	\$5,185,000	\$4,608,000	\$5,789,000	\$3,663,000	\$19,245,000

- 5) Use the **Create from Selection** command to create named ranges for the **Region** rows simultaneously.
 - a) Select the range **A4:E7**.
 - b) Select **Formulas → Create from Selection**.
 - c) Ensure that the **Left column** check box is checked and select **OK**.

Verify that Excel created four unique named ranges for the **Region** rows.

Region	Quarter 1	Quarter 2	Quarter 3	Quarter 4
North	\$4,674,000	\$3,840,000	\$4,272,000	\$5,224,000
South	\$4,623,000	\$4,871,000	\$4,490,000	\$5,298,000
East	\$4,345,000	\$4,807,000	\$4,584,000	\$4,606,000
West	\$5,185,000	\$4,608,000	\$5,789,000	\$3,663,000

- 6) Navigate to a range and verify the correct total.
- From the **Name Box** drop-down list, select **South**.
Verify that Excel selected the quarterly values for the range **South** in **B5:E5**.
 - You may also use the **Go To** dialog box to navigate to ranges by pressing **F5**.
 - With this range selected, note the **Total** for the range in cell **F5** and verify that the same total appears on the **Status Bar** for the **Sum** function.

	A	B	C	D	E	F	G
1	Develetech Quarterly Sales						
2							
3	Region	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
4	North	\$4,674,000	\$3,840,000	\$4,272,000	\$5,224,000	\$18,010,000	
5	South	\$4,623,000	\$4,871,000	\$4,490,000	\$5,298,000	\$19,282,000	
6	East	\$4,345,000	\$4,807,000	\$4,584,000	\$4,606,000	\$18,342,000	
7	West	\$5,185,000	\$4,608,000	\$5,789,000	\$3,663,000	\$19,245,000	
8							
9							

Ready Average: \$4,820,500 Count: 4 **Sum: \$19,282,000**

- 7) Edit the range names for the quarterly columns to make them a bit shorter.
- Select **Formulas** → **Name Manager**.
 - Select the **Quarter_1** named range and select **Edit**.
 - In the **Name** field, type **Qtr_1** and select **OK**.
 - Ensure that you use an underscore character, as there are cells for QTR1:QTR4.
 - Change the named range **Quarter_2** to **Qtr_2**
 - Edit the **Quarter_3** and **Quarter_4** named ranges to **Qtr_3** and **Qtr_4**, respectively.
 - Close the **Name Manager** dialog box.
 - Examine the **Name Box** and verify that the names have changed as expected.

A4
East
North
Qtr_1
Qtr_2
Qtr_3
Qtr_4
South
West

- 8) Save the workbook to the **C:\Activities** folder as **My Current Projects.xlsx**