

# Activity 07 - Using Defined Names in a Formula

## Before You Begin

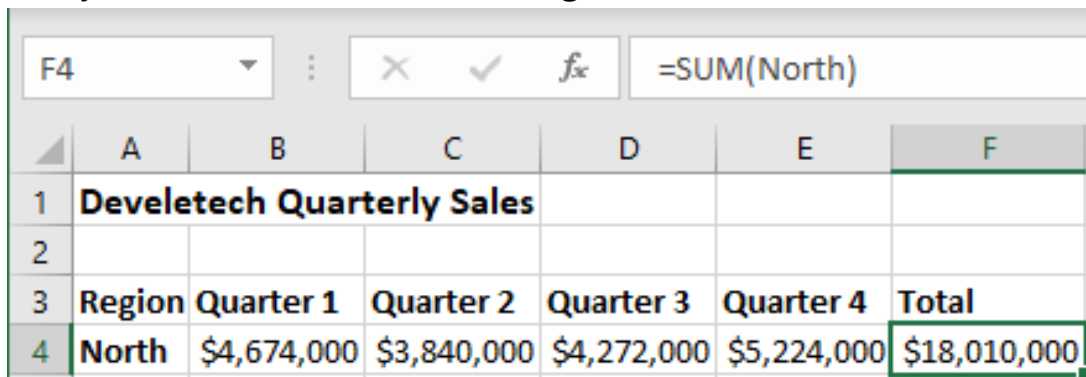
The My Current Projects.xlsx workbook is open.

## Scenario

Now that you have created named ranges for the various columns, you will use them to enter functions to provide your supervisor with the total sales by representative for the first quarter. This makes it easier for any person reviewing your work to identify where the values originate in the worksheet.

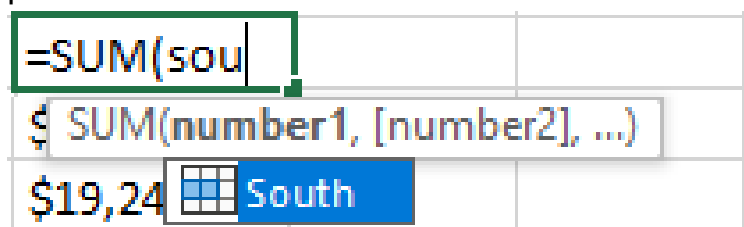
- 1) Use an existing range in a function.
  - a) Verify that you are on the **Region** worksheet, select cell **F4**, and type **=SUM(**
  - b) Select **Formulas** → **Use in Formula** → **North**.
  - c) Type **)** and press **Enter** to complete the function.

Verify that the total for the North region is entered.



	A	B	C	D	E	F
1	<b>Develetech Quarterly Sales</b>					
2						
3	<b>Region</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
4	<b>North</b>	\$4,674,000	\$3,840,000	\$4,272,000	\$5,224,000	\$18,010,000

- 2) Enter a range name with the Formula AutoComplete method.
  - a) Select cell **F5**, if necessary.
  - b) Type **=SUM(sou**
  - c) From the **Formula AutoComplete** pop-up menu, double-click **South** or press **Tab**.



- d) Type **)** and press **Enter** to complete the function.

- 3) Replace cell references with range names.
  - a) Select the range **F6:F7**.
  - b) On the **Formulas** tab, select the drop-down arrow on the **Define Name** button and then select **Apply Names**.
  - c) Deselect **Qtr\_4**.
    - The **Apply Names** dialog box has a built-in sticky function. This means that more than one range name may be selected. Simply deselect any range name not needed, or select all ranges and allow Excel to choose the correct range name.
  - d) Select **East** and **West** and select **OK**.

Verify that the range names **East** and **West** are applied to cells **F6** and **F7**, respectively.

	A	B	C	D	E	F
1	<b>Develetech Quarterly Sales</b>					
2						
3	<b>Region</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total</b>
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

- 4) Save the workbook and keep the file open.