

## Hide menu

## Working with formulas and functions

## Sorting and filtering data

## Apply range in Excel

✓ Video: Add range names  
4 min

✓ Video: Use range names in formulas  
1 min

📖 Reading: Exercise: Using range names in formulas  
10 min

📝 Practice Assignment: Knowledge check: Apply range in Excel  
15 min

## Specialized functions

## Text functions

## Logical functions

# Exercise: Using range names in formulas

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Excel.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

**Note:** Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

## Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

## Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

## Let's get started!

Using the features that you learned about in this topic, you will complete a small sales worksheet.



1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Using Range Names in Formulas](#)

2. To create the first range name, use your cursor to select cells **B4:B6**:


	A	B	C	D
1				
2				
3		Price	Quantity	Cost
4		\$ 2.99	5	
5		\$ 34.99	65	
6		\$ 42.50	45	
7				
8				


3. Next, type "Prices" inside the Name Box. Press **Enter**:


AutoSave  Off 


Activity 1-1.xlsx

FileHomeInsertPage LayoutFormulasDataReviewViewHelp

 Paste



 Cut







 Copy

 Format Painter






Clipboard

Calibri11




     

Font

Alignment

Prices

2.99

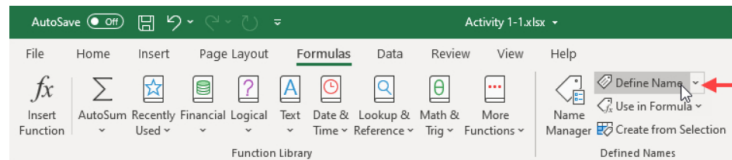
	A	B	C	D	E	F	G	H	I
1									
2									
3		Price	Quantity	Cost					
4		\$ 2.99	5						
5		\$ 34.99	65						
6		\$ 42.50	45						
7									

4. The selected range now has "Prices" as a range name:

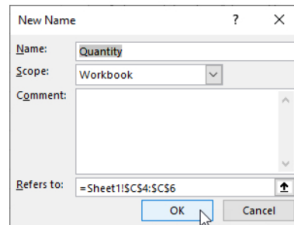
5. Now, let's try another method to create another range name. First, use your cursor to select cells **C4:C6**:

	A	B	C	D	E	F	G
1							
2							
3		Price	Quantity	Cost			
4		\$ 2.99	5				
5		\$ 34.99	65				
6		\$ 42.50	45				
7							

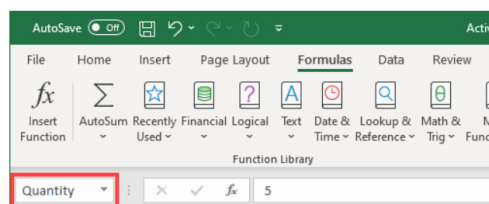
6. Next, click **Formulas** → **Define Name**:



7. The New Name dialog box is now displayed. Ensure that **“Quantity”** appears inside the Name text box and that the Scope drop-down menu is set to **Workbook**. Click **OK**:



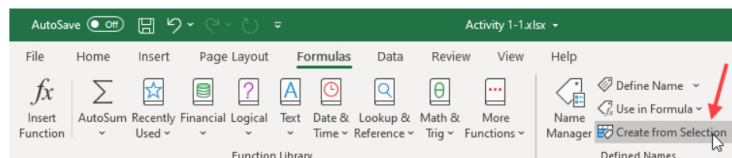
8. The selected range now has **“Quantity”** as a range name:



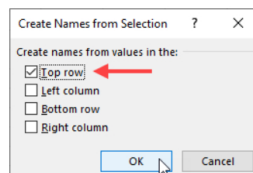
9. You have one more range name to create. Use your cursor to select cells D3:D6:

	A	B	C	D	E	F	G
1							
2							
3		Price	Quantity	Cost			
4		\$ 2.99	5				
5		\$ 34.99	65				
6		\$ 42.50	45				
7							
8							

10. Click **Formulas** → **Create from Selection**:



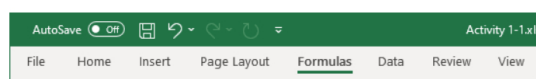
11. In the Create Names from Selection dialog box, ensure that the **“Top row”** checkbox is selected and click **OK**:

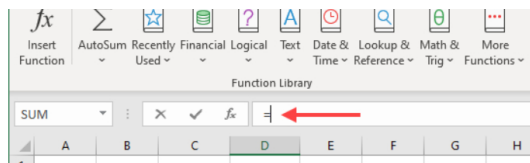


12. Next, you need to create a formula that will calculate the cost of the items (Quantity\*Prices). Select cell **D4**:

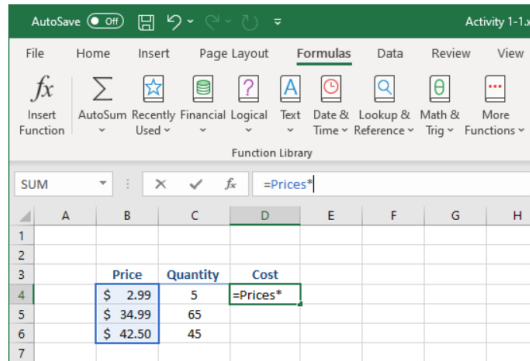
	A	B	C	D	E	F	G
1							
2							
3		Price	Quantity	Cost			
4		\$ 2.99	5				
5		\$ 34.99	65				
6		\$ 42.50	45				
7							

13. Click inside the Formula Bar and type “=”:



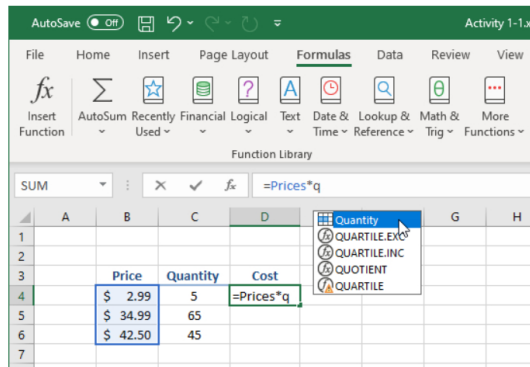


14. Next, type “Prices” followed by an asterisk:

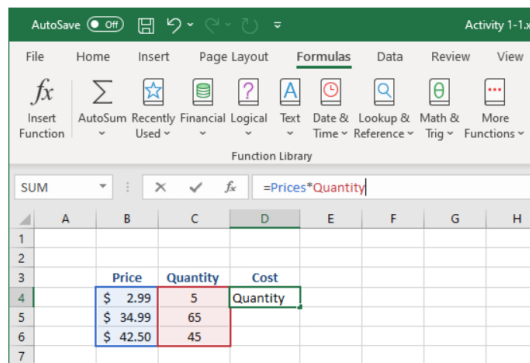


Note that because Prices is a range name, its text will appear blue in the Formula Bar and blue shading will appear around that range of data on the worksheet.

15. Still inside the Formula Bar, type “Q” and then **double-click the Quantity result** from the small menu that appears:



16. The Quantity name now appears within the Formula Bar in red text, with its associated range shaded in red in the worksheet:



17. Press **Enter** to apply the formula. You will see the results appear in cells D4 through D6:

	A	B	C	D	E	F	G
1							
2							
3		Price	Quantity	Cost			
4		\$ 2.99	5	\$ 14.95			
5		\$ 34.99	65	\$2,274.35			
6		\$ 42.50	45	\$1,912.50			
7							

(You may receive a “Formula Spilled” alert, indicating that the formula returned multiple values, so they were spilled into the neighboring blank cells. Because each of the named ranges contains more than one value, Excel must predict the correct calculation for each value.)

18. Save the current workbook as Activity 1-1 Complete and then close Microsoft 365 Excel to complete the exercise.

19. Now, you can check out an example of a completed document in the link below:

Mark as completed

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