

1. It is not uncommon to forget what names are being used for the named ranges when typing in formulas in Excel. This can be solved in the following ways:

0.5 / 1 point

(Multiple answers are possible. Partial credit will be awarded).

- ☐ Go to the **View** tab in the ribbon and go to the **View Named Range** list.
- ☐ In the **Formulas** tab in the ribbon navigate to **Use in Formula**.
- ☒ Use the shortcut key F3 and a list of the named ranges will appear.

✔ **Correct**

Yes, this is a quick way to get a list of the currently defined Named Ranges and choose which to apply in your formula.

- ☒ Right-click whilst typing the formula and go to the **Named Ranges** list.

✘ **This should not be selected**

No, the right-click menu does not contain any tools for working with Named Ranges.

2. Named ranges are usually a great idea, rather than using cell references when performing calculations because of the following reasons:

1 / 1 point

(Multiple answers are possible. Partial credit will be awarded).

- ☒ Named ranges are more meaningful to both yourself, as well as communicating the workings of your spreadsheet to others.

✔ **Correct**

Yes! This is because your formulas will become more intuitive to follow by using names that have meaning, rather than cell references.

- ☐ When using named ranges in formulas there is no need to start with an equals sign.
- ☐ There are some functions that only work when you used named ranges.
- ☒ Formulas will be faster to create

✔ **Correct**

Yes! This is because you save time that would otherwise be spent selecting data, which can be time-consuming, especially for large spreadsheets.

3. If 'commission\_rate' and 'bonus\_rate' are named ranges for single cells, it is possible to enter the formula **=commission\_rate+bonus\_rate** to generate a result.

1 / 1 point

- ☒ True
- ☐ False

✔ **Correct**

Yes, this will generate a valid result. Using a named range for a single cell can be really handy as it turns it into an absolute cell reference and helps you down the track to understand your formulas.