The focus this week has been on working with Excel's named ranges which make our formulas easier to create and understand and pave the way for better automation. We also had a look at using Data Validation to create drop down lists. Here is a quick reference guide.

TOOLS

Named_Cell	Use the name box to quickly name a range that does not have a label or consists of multiple columns and rows.
Create from Selection	Use **Create from Selection** to very quickly name a range or several ranges using the labels in the workbook.
Define Name	Use **Define Name** to create a name where you need to specify scope.
Name Manager	Use the **Name Manager** to create, view, modify, and delete defined names.
Use in Formula	Once you have defined some names you can use this to help include names in formulas.
Data Validation	**Data Validation** allows you to specify rules for what values are allowed in a cell. Named ranges are useful if you have a list of values.

RULES FOR NAMING RANGES

- Up to 255 characters long
- Must start with a letter or an _
- Can contain letters, numbers, _, and .
- Must not contain spaces
- Must be unique within scope
- Must not be a cell reference

SHORTCUTS

F4	F4	Cycle the formula reference style
F3	F3	Paste Names
Ctrl+F3		Open **Name Manager**
Ctrl+Shift+F3	⌘+Shift+F3	Create from Selection
	⌘+F3	Open **Define Name** dialog

BENEFITS OF NAMED RANGES

- They can make formulas easier to understand and create
- Behave like absolute references
- Help with automation

FORMULA REFERENCE STYLES

	Column relative	Column absolute
Row relative	① A1 — both column and row will change when copied	④ $A1 — column will remain fixed and row will change
Row absolute	③ A$1 — row will remain fixed and column will change	② A1 — both column and row will remain fixed

Pressing F4 will cycle through ①→②→③→④→①.