



Excel Named Cell Tip

Using Named Cells in Excel Formulas

Why is it beneficial to name cells in a spreadsheet? It is better to use the name of a cell instead of the cell reference in a formula. For example, it's more meaningful to use "SalaryIncrease" instead of J2, the cell reference containing the salary increase percentage.

To create a named cell in Microsoft Excel, select the cell and click the Name Box next to the Formula Bar and type the name for the selected cell as shown in the screen shot. Press Enter. When naming a cell or range, it can only be one word with no spaces.

Once a cell is named, you can refer to this cell in a formula. In this example, I wanted to calculate the salary increase amount for varying salary percentage increases. The formula uses SalaryIncrease instead of J2. By using names, you can make your formulas much easier to understand and maintain.

The screenshot illustrates the process of naming a cell and using it in a formula. A red arrow points from the Name Box (showing 'SalaryIncr...') to cell J2, which contains '10%' and is labeled 'Salary Increase'. Below, the Formula Bar shows the formula '=F2*SalaryIncrease' circled in red. The spreadsheet below shows columns for 'ENT TITLE', 'YEARHIRED', 'SALARY', and 'SALARY INCREASE'. The first row shows a 'Manager' with a salary of \$49,955 and a salary increase of \$4,996.

ENT TITLE	YEARHIRED	SALARY	SALARY INCREASE
g Manager	1989	\$49,955	\$4,996
ent Manager	1971	\$56,281	

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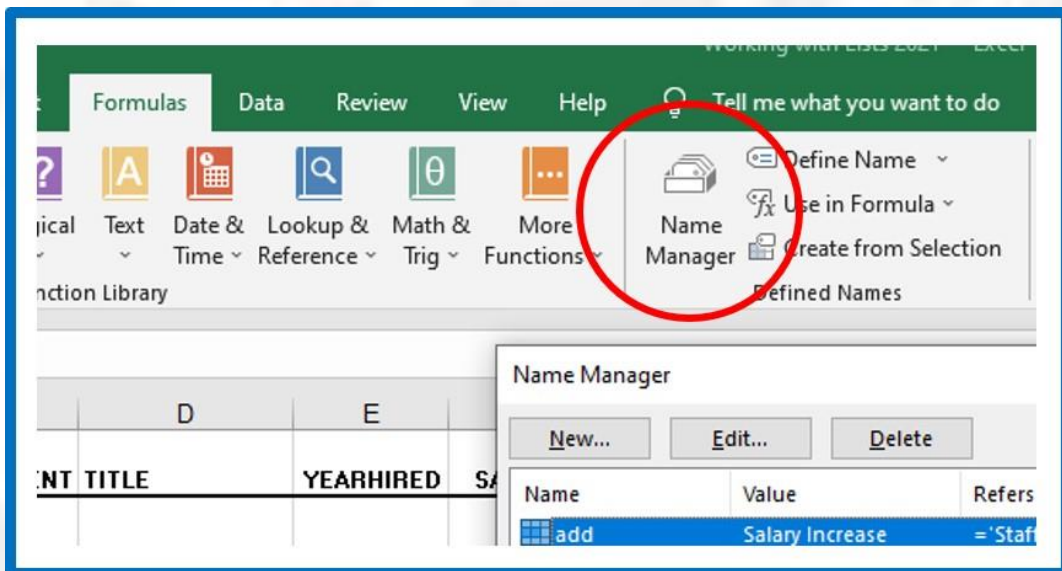


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Using Named Cells in Excel Formulas, Continued

A name must always be unique within its scope. Excel prevents you from defining a name that already exists within its scope. For example, I could not have used Rate as a cell name because that is the name of an Excel function.

Use the Name Manager on the Formulas tab to look up the existing names so that you don't try to use an existing one.



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