SIMPLIFY SPREADSHEETS WITH NAMED RANGES

Get the Practice File: https://bit.ly/named-ranges

1 Creating Named Ranges: Using the Name Box

How? Select cells > Click on Name Box > Define Name > Press Enter

B4 | Date

	A	B	C	D
4		Date	Product	Total Sales
5		01-12-2023	Headset	7,822
6		01-02-2023	Laptop	6,366
7		01-14-2023	Monitor	4,873
8		01-06-2023	Keyboard	5,383

Sales_Data | Date

	A		C	D
4		Date		
5		01-12-2023	Headset	7,822
6		01-02-2023	Laptop	6,366
7		01-14-2023	Monitor	4,873
8		01-06-2023	Keyboard	5,383

Benefits:
1. Provide descriptive names to cells
2. Works with cell ranges, formulas, & constants
3. Make formulas faster to write, more intuitive & easier to understand

2 Creating Named Ranges: Using the Define Name option

How? Select the range of cells > Formulas Tab > Define Name > Click OK

Page Lay... | Formulas | D...

Financial | Logical | Text | Dat Ti... Function Library

Name Manager | Define Name | Use in Formula | Create from Selection Defined Names
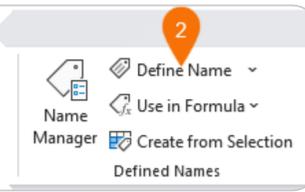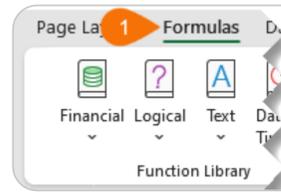
Tip: Use this for defining names for formulas.

Sales_Data | Date

	A		C	D
4		Date	Product	Total Sales
5		01-12-2023	Headset	7,822
6		01-02-2023	Laptop	6,366
7		01-14-2023	Monitor	4,873
8		01-06-2023	Keyboard	5,383

New Name
- Name: SalesData
- Scope: Workbook
- Comment:
- Refers to: ='Method 2'!$B$2:$G$8
- OK | Cancel
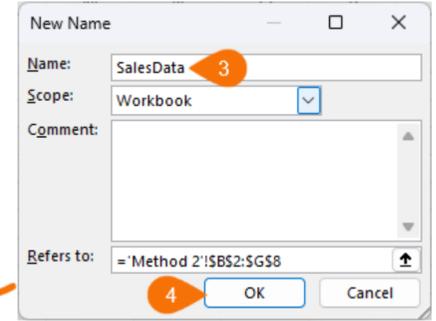
3 Using Named Ranges in formulas

How? Select the Sales column > Name it 'Sales'> Use that in the formula

=SUM(D3:D8) ✗

	A	B	C	D
1				
2		Date	Product	Total Sales
3		01-12-2023	Headset	7,822
4		01-02-2023	Laptop	6,366
5		01-14-2023	Monitor	4,873
6		01-06-2023	Monitor	5,383
7		01-08-2023	Keyboard	5,067
8		01-10-2023	Laptop	3,421
9			Total	32,931

=SUM(Sales) ✓

	A	B	C	D
2		Date	Product	Total Sales
3		01-12-2023	Headset	7,822
4		01-02-2023	Laptop	6,366
5		01-14-2023	Monitor	4,873
6		01-06-2023	Monitor	5,383
7		01-08-2023	Keyboard	5,067
8		01-10-2023	Laptop	3,421
9			Total	32,931

Benefit: Easier to understand what the formula is calculating

Limitation: Not dynamic – doesn't expand when more data is added. See tip #4 or #6 for solution.

4 Dynamic Named Ranges: Allow for range growth

=SUM(OFFSET(D5, 0, 0, COUNTA(D5:D12), 1))

	A	B	C	D	E	F	G
3							
4		Date	Product	Total Sales		Total Sales	24,444
5		01-12-2023	Headset	7,822			
6		01-02-2023	Laptop	6,366			
7		01-14-2023	Monitor	4,873			
8		01-06-2023	Keyboard	5,383			
9							
10							
11							
12							

Dynamic total

Allows for growth

1. Use OFFSET to determine the range height
2. Use COUNTA in OFFSET's height argument to count all non-empty cells
3. Define a name for the OFFSET dynamic range formula
4. SUM the resulting values to arrive at a dynamic total

Benefit: Automatically incorporates new data without having to update formulas

OFFSET Masterclass: https://bit.ly/fnoffset

COUNTA Masterclass: https://bit.ly/fncounta

5 Named Ranges for Constants: Names for frequently used values

How? Formulas Tab > Define Name > Set Name to 'Tax_Rate' > Set 'Refers to' to 0.08 for 8% tax rate > Click OK

New Name
- Name: Tax_Rate
- Scope: Workbook
- Comment:
- Refers to: =0.08
- OK | Cancel

=Total_Profit*Tax_Rate

	A	B	C	D
2		Date	Product	Profit
3		01-12-2023	Headset	7,050
4		01-02-2023	Laptop	5,822
5		01-14-2023	Monitor	3,652
6		01-06-2023	Keyboard	3,280
7			Profit Before Tax	19,805
8			Tax on Profit	1,584
9			Profit After Tax	18,221

Use the defined name in your calculations
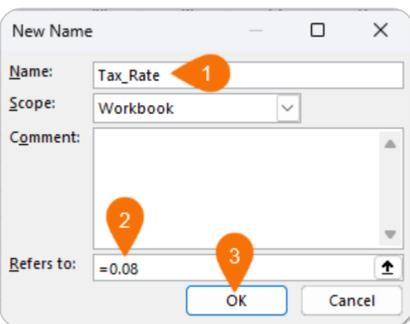
Benefits:
1. Prevents accidental edits
2. Can be updated once and the value gets updated everywhere in the entire Excel file

6 Structured References in Tables: Automatic Named Ranges

How? Select cells > Press Ctrl + T to insert table

=SUM(Table1[Total Sales])

	A	B	C	D
2		Date	Product	Total Sales
3		01-12-2023	Headset	7,822
4		01-02-2023	Laptop	6,366
5		01-14-2023	Monitor	4,873
6		01-06-2023	Keyboard	5,383
7				24,444

Benefits:
1. Structured references are auto generated defined names
2. Update automatically when the table expands = no more editing formula cell ranges
3. Column name changes are incorporated automatically
4. Make formula writing fast and intuitive
5. Provide clarity & minimize formula errors

Advanced Applications
- Use named ranges in conditional formatting
- Create drop-down lists with named ranges
- Use INDIRECT function with named ranges for dynamic references

INDIRECT Masterclass: https://bit.ly/fxindirect

Best Practices
- ☑ Use clear, descriptive names - e.g., "MonthlySales" not "MS"
- ☑ Use underscores instead of spaces
- ☑ Can't use names that look like cell references (e.g., A1)
- ☑ Be consistent with naming conventions

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