

Naming Cells in Excel

by James Jones

Naming Cells

- Did you know you can name cells in Excel?
- Usually, a cell's name is the column it's in and the row.
- A1 for example, is the cell in column A row 1.
- You can give a unique name to one cell.
- The reason you might want to do this is:
 - To remind yourself what the cell is for, and
 - To make it easier to read an equation.

Named Cells in Equations

- Equations are easier to read if the cells are named.
- For example, let's say I want to add the number in the cell A1 to A2.
- The equation would look like this:
 $=A1+A2$
- If I give the cell A1 the name of Price and A2 Tax, then the equation would look like this:
 $=Price+Tax$
- See how easier it is to read.

3 & 2

- Let's see how to name the cells.
- First, type the number 3 into the cell A1 and type 2 in the cell A2. We'll use these numbers as an example.

Book1 - Microsoft Excel

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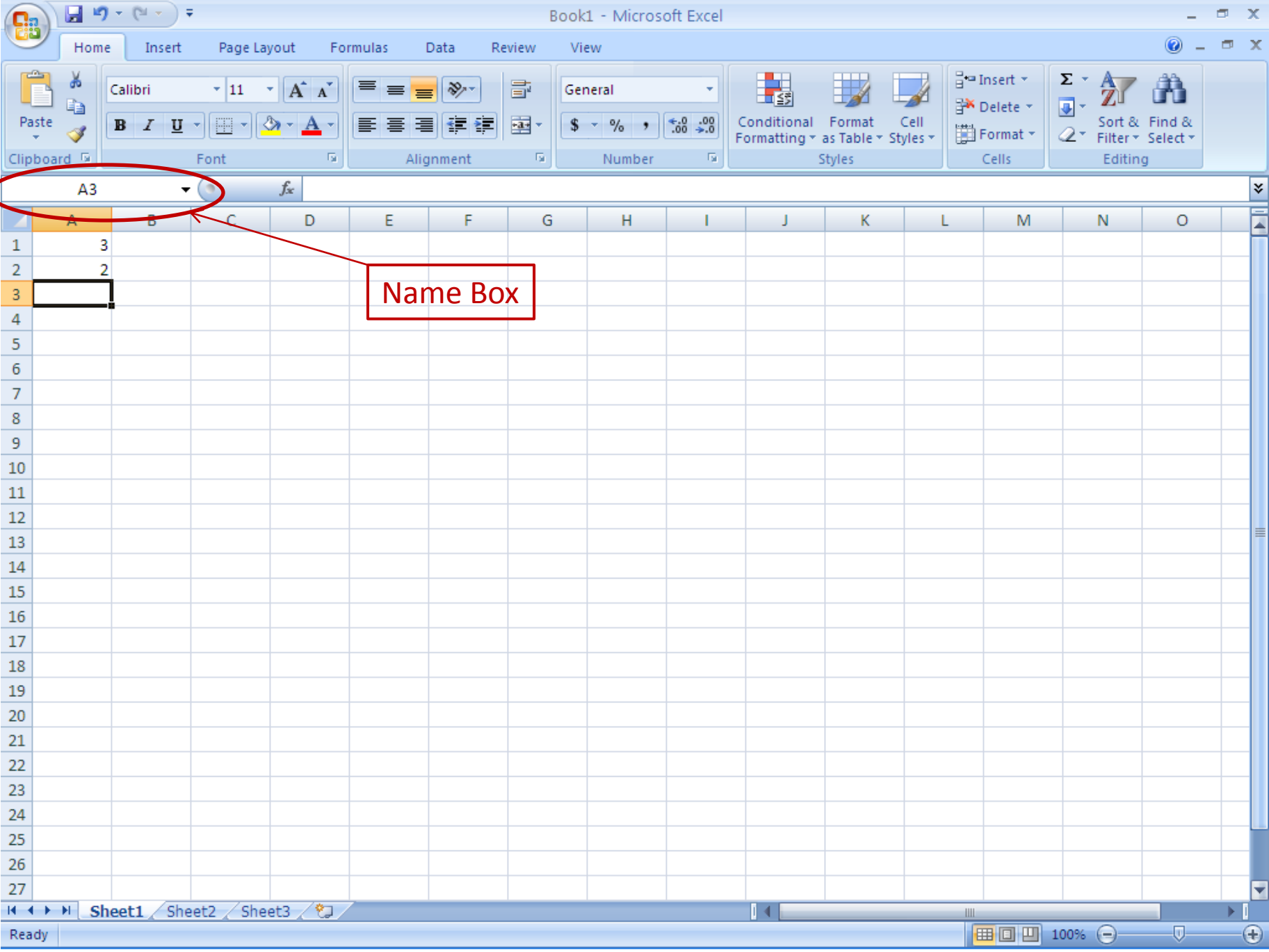
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Sheet1 Sheet2 Sheet3

Ready 100%

Name Box

- There is a field above the cell A1.
- It's called the Name Box.
- It shows what cell you have selected and you can use it to type in the new name of a cell.



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General

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Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Filter Find & Select

A3

Name Box

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Name the Cell A1

- Let's give the cell A1 the name Price.
- Select the cell A1.
- Click once in the Name Box.
- Type in Price and press Enter.
- Now the cell A1 is called Price.
- If the cell A1 is selected, you see the name Price in the Name Box.

Name the Cell A2

- Let's give the cell A2 the name Tax.
- Select the cell A2.
- Click once in the Name Box.
- Type in Tax and press Enter.
- Now the cell A2 is called Tax.
- If the cell A2 is selected, you see the name Tax in the Name Box.

Enter the Equation

- Let's see what the equation looks like when it's entered.
- Select the cell A3, that's where we'll put the equation.
- Start the equation by typing in the equal sign.
- Select the cell A1 using the mouse. If you type in the cell A1, it won't use the name you've given it.
- Type +
- Then select the cell A2 using the mouse.
- The equation reads: =Price+Tax

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MAX X ✓ fx =Price+Tax

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	3														
2	2														
3	=Price+Tax														
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Result

- Press the Enter key to see the result, which should be 5.
- It's always recommended to name cells you use frequently in equations in your spreadsheet.