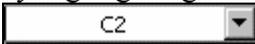


Naming Cells, Worksheets and AutoFill

Naming Cells, Worksheets and AutoFill

Naming cells

Cell ranges (such as a column) can be given names. This makes the worksheet easier to interpret, it reduces the risk of a range being wrongly defined in a formula and it speeds up worksheet creation. When Excel requires a range to be defined, the range name can be used instead.

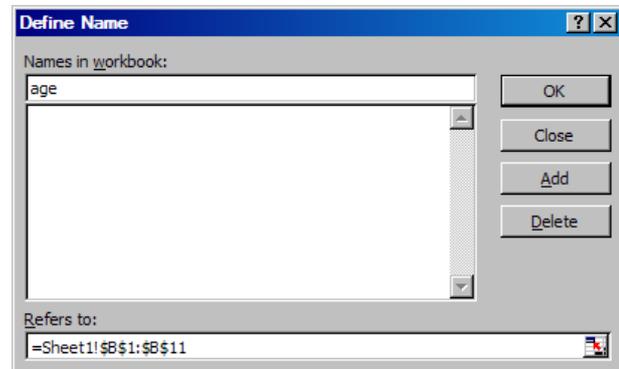
To create a name select the range of cells to be named by highlighting them (e.g., cells containing height measurements). Click the Name Box  on the Formula bar enter a valid name, such as Height and press Enter.

Alternatively

Highlight the cells of interest, e.g. B1:B11.
Choose **Insert | Name | Define**. Enter a name (e.g. *age*) up to 255 characters long in the *Names in workbook* text box and accept the chosen Refers to: range of (B1:B11).

Or

Delete the contents of the *Refers to:* text box and enter the range =**B1:B11** the equals sign is essential.

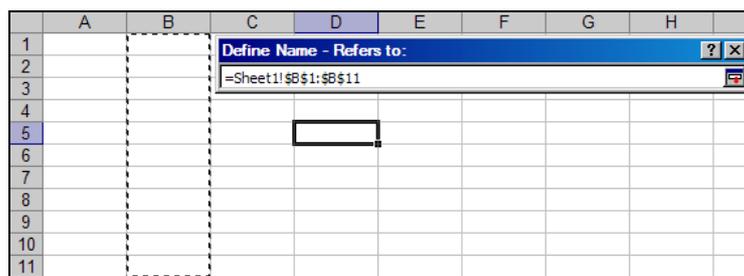


Or

If you are not sure of the range of cells to be used, click the  button on the far right of the *Refers to: text* box.

The spreadsheet displayed.

Move to and click on the first cell in the range and drag the cursor to identify the last cell in the range, as shown in the example below this is B1 to B11



The range is displayed in the *Define Name – Refers to:* panel. To complete this selection and return to the Define Name panel, click on the  button.

Click OK

Instead of using cell references to refer to a series of values,

=SUM(**B1:B11**)

you can enter the name of the range

=SUM(**age**)

Worksheets

Naming and Renaming Worksheets

Excel worksheets (Sheet1, Sheet2, etc.) are accessed by Tab Scroll buttons in the bottom left corner of the display.



To give a worksheet your own name either, double click on the Sheet tab, for example *Sheet1*, or right mouse click on the Sheet tab and select Rename. Overtyping the existing sheet name with your chosen name.

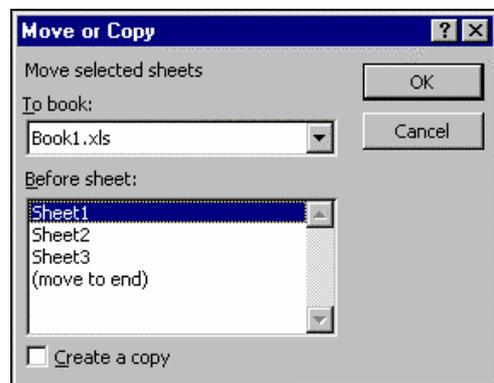
Deleting Worksheets

Right mouse click the Sheet Tab and select Delete, or click on the worksheet and select **Edit | Delete Sheet**.

Note You can use <Ctrl> key and Click to select several Sheets to be deleted simultaneously.

Moving and Copying Worksheets

Worksheets can be moved or copied within the same, or to a new workbook. To move or copy within the same workbook, click on the Sheet name tab and drag the sheet to its new position (Move) or hold down the <Ctrl> key and drag (to Copy the Sheet).



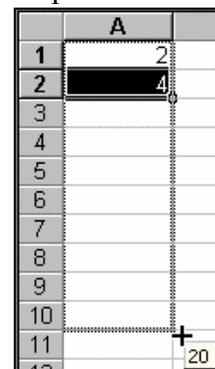
Alternatively, right mouse click the Sheet tab and select Move or Copy. You may also select the Sheet and select **Edit | Move or Copy Sheet** from the menu.

The Move or Copy dialogue will appear. **To Book** indicates the workbook where you want to move or copy the selected sheets. **Before Sheet** identifies where the selected sheet(s) is to be placed. **Create A Copy** creates a copy of the sheet(s) when checked.

Auto Fill

If you have a repeating series of value that you wish to enter into a row or column, Excel provides a quick way to do this. Suppose that you want to enter 2, 4, 6, 8, 10.... up to 20.

1. Enter 2 and 4 in the first two cells of the series.
2. Highlight these two cells.
3. Point to the bottom right corner of the highlighted area. The cursor changes to a plus shape **+**
4. Drag down, or across the next cells so that all adjacent 10 cells are highlighted. Release the mouse button.
5. Excel automatically fills in the sequence of values for you.



Note: A sequence of Dates can be set up in the same way. Fill is also available from the Edit menu.

AutoFill Custom Lists

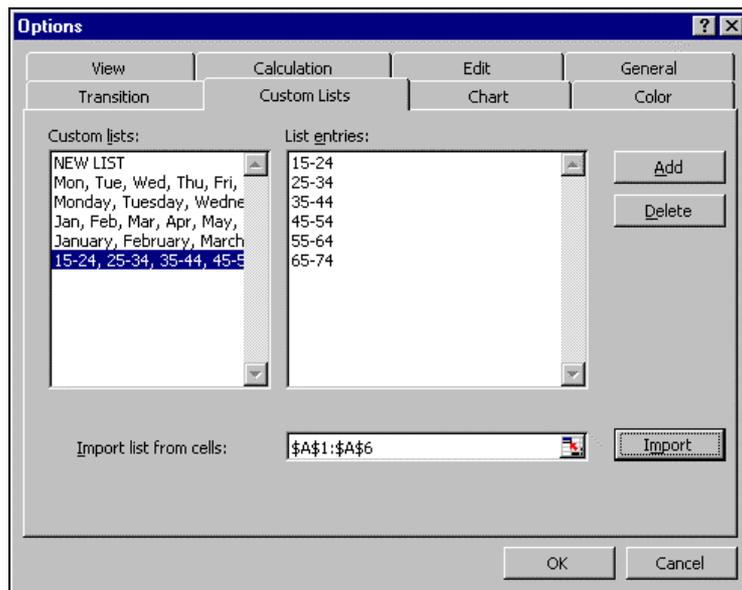
Custom lists are lists that are routinely used in your workbook, for example Mon, Tue, Wed, etc., are commonly used labels. Excel will automatically enter the items from a Custom List for you. Type an entry from an existing custom list, for example Mon, drag the bottom right corner of this cell down/across the next six cells. The other days of the week are filled in for you.

If you highlight too many cells Excel begins the series again. Highlighting thirteen cells following a Mon cell will give a two weeks series of Mon.....Sun.

Creating AutoFill Custom Lists

If you regularly use the same list of category labels in Excel you can add the list to the AutoFill feature. To use these in AutoFill

1. Enter a series of labels into some cells, for example 15-24, 25-34....65-74.
2. Highlight the cells containing the labels (A1:A6)
3. Select **Tools | Options** from the main menu and choose the **Custom Lists** tab
4. Click on the Import button. The list is imported into the Custom Lists
5. Click on OK



The Custom lists that Excel provides by default are shown in this list.

AutoFill can now be used to set up these values anytime that you use Excel. For example: move to cell C1, type in 15-24 (exactly as typed in cell A1). Move the cursor to the bottom right of this cell so that the cursor changes to the + shape. Drag down to the 6th cell. The series is filled in automatically.