

# Names, Comments & Labels

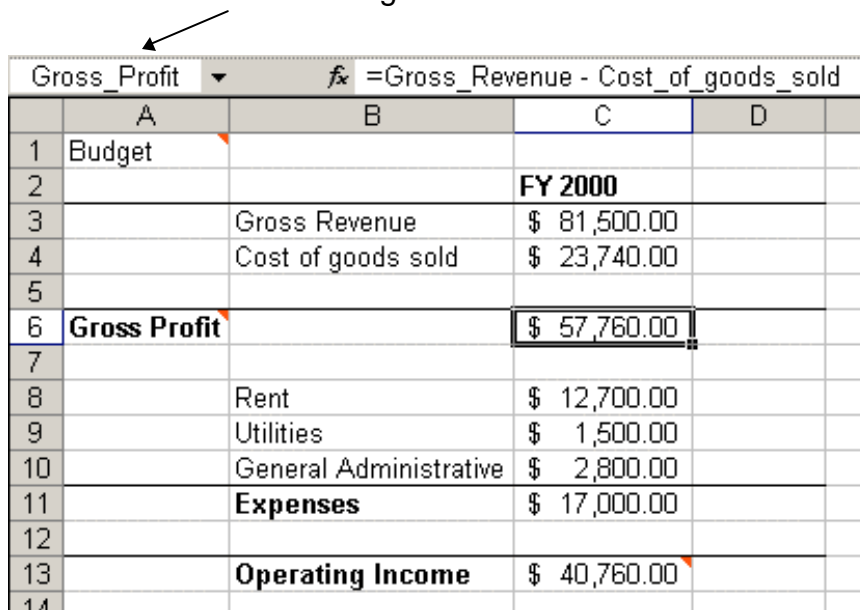
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## Names

You can give descriptive **Names** to cells, columns, rows and ranges, and use these names in formulas to replace the equivalent cell references. Let's look at a spreadsheet that has been enhanced with descriptive names:

- Open the Excel workbook on your floppy disk named **Scenario with names.xls**
- Highlight the cells containing numerical data and watch how their names change in the **Name Box**

**Exercise**  
*Introduction to Names*



	A	B	C	D
1	Budget			
2			<b>FY 2000</b>	
3		Gross Revenue	\$ 81,500.00	
4		Cost of goods sold	\$ 23,740.00	
5				
6	<b>Gross Profit</b>		<b>\$ 57,760.00</b>	
7				
8		Rent	\$ 12,700.00	
9		Utilities	\$ 1,500.00	
10		General Administrative	\$ 2,800.00	
11		<b>Expenses</b>	<b>\$ 17,000.00</b>	
12				
13		<b>Operating Income</b>	<b>\$ 40,760.00</b>	
14				

Notice how the cell references have been replaced by descriptive names.



- Click the arrow beside the **Name Box** and select the **Business\_Expenses** item from the list. Notice how cells **C8:C10** become highlighted.

The **Cell Range** C8:C10 was given a unique name in exactly the same way that individual cells were named. **Cell Unions**, whole columns and whole rows can also be named.