

SUMMARISING AND SUBTOTALLING

Spreadsheets are often used to store data in a list – in rows and columns. Often there is a need to provide **grand totals** at the bottom and **subtotals** throughout the data – as a **summary**.

Summarising in a structured worksheet has traditionally been done by: typing the data in a logical sequence; creating a formula for the subtotal of each subsection and; creating a grand total at the bottom of the list.

Since many of the operations are routine, special features have been added to Excel to perform these steps for you.

In this session you will:

- ✓ learn how to create subtotals
- ✓ learn how to use a subtalled worksheet
- ✓ learn how to create nested subtotals
- ✓ learn how to copy subtotals using **Go To**
- ✓ learn how to use subtotals with autofilter
- ✓ learn how to create relative names to use with subtotals
- ✓ learn how to use relative names to create subtotals.

CREATING SUBTOTALS

Subtotalling in Excel automatically outlines and totals data that is presented in a list. This is done by applying outlining to the list, adding a new row at each change in the data and applying the

SUBTOTAL function to perform the calculations. For this to work, the column headings must be unique, there should be no blank cells and the data must be sorted by the column to be grouped.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *E836 Summarising_1.xlsx...*

1 Click on the **Banking Details** worksheet tab

We want to create Subtotals for the banks, so first we need to sort on that column...

2 Click on any cell in the **Bank** column

3 On the **Home** tab of the **Ribbon**, click on **Sort & Filter**  in the **Editing** group and select **Sort A to Z**

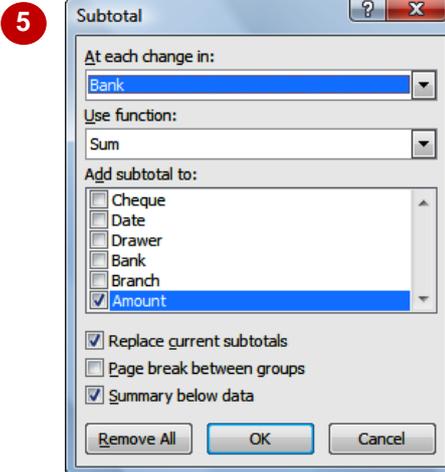
Now that the data is sorted by the **Bank** column, let's add subtotals for each bank...

4 Click on the **Data** tab, then click on **Subtotal**  in the **Outline** group, to display the **Subtotal** dialog box

5 Click on the drop arrow  for **At each change in** and click on **Bank**, then ensure the other settings are as shown

6 Click on **[OK]**

An outline will appear in the worksheet and the **Amount** will be subtotalled at each change in **Bank**



	A	B	C	D	E	F
	Cheque	Date	Drawer	Bank	Branch	Amount
2	032211	9/1/08	BJ Bloggs	ANZ	Sydney South	\$1,234.50
3	025879	4/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$130.00
4	100419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$70.00
5	361970	5/1/08	Dr Smile Medical Ser	ANZ	Cairns	\$50.00
6	091747	9/1/08	Crime Fighters	ANZ	Monbulk	\$948.00
7	065879	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$190.00
8	187419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$170.00
9	378970	5/1/08	Kendall Holdings	ANZ	Cairns	\$650.00
10	009747	9/1/08	Crime Fighters	ANZ	Monbulk	\$94.00
11	087679	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$34.50
12	149819	9/1/08	Spindles Co-operativ	ANZ	Thornbury	\$334.00
13	374360	9/1/08	Kendall Holdings	ANZ	Cairns	\$544.00
14	065447	10/1/08	Crime Fighters	ANZ	Monbulk	\$97.00
15				ANZ Total		\$4,546.00
16	066777	5/1/08	Luddite Innovations	Bank of Melbourne	Hobart	\$455.50
17	099205	9/1/08	Geraldine Hogan	Bank of Melbourne	Melbourne	\$160.00
18	290848	9/1/08	Reginald George	Bank of Melbourne	Melbourne	\$192.00
19	011205	1/1/08	Betty Bloggs	Bank of Melbourne	Melbourne	\$210.00
20	299848	9/1/08	Crime Fighters	Bank of Melbourne	Melbourne	\$18.00
21	045205	6/1/08	Betty Bloggs	Bank of Melbourne	Melbourne	\$75.00
22				Bank of Melbourne Total		\$1,110.50
23	002888	10/1/08	Lintel Holdings	Bendigo	Bendigo	\$468.00
24	043888	10/1/08	West Australian Govt	Bendigo	Bendigo	\$368.00
25				Bendigo Total		\$836.00
26	006997	3/1/08	Bennick Thomas & Co	Commonwealth	Warrandyte	\$100.50
27	005433	3/1/08	HG Smith	Commonwealth	Boolaroo	\$55.50

For Your Reference...

To **create subtotals**:

1. Click in the column to be grouped by
2. On the **Home** tab, click on **Sort & Filter**  and click on **Sort A to Z**
3. On the **Data** tab, click on **Subtotal** 
4. Select the **At each change in** column and click on **[OK]**

Handy to Know...

- If you realise that you don't want subtotalling, or have forgotten to sort the list first, you can click on **Undo Subtotals**  in the **Quick Access Toolbar**. Alternatively, you can click on **[Remove All]** in the **Subtotal** dialog box.

USING A SUBTOTALLED WORKSHEET

When a worksheet is subtotalled, **outlining** is applied to help group data and subtotals are created as well. You can therefore use all of the features of outlining to work with the worksheet –

hiding detail if necessary to display only subtotals. Outlining provides **expand** and **collapse** buttons as well as level buttons that can be used to quickly display data at a specific level.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E836 Summarising_2.xlsx...

- 1 Click on the **level 1** outline button **1** to see the grand total only
- 2 Click on the **level 2** outline button **2** to see the grand total and subtotals for each bank
- 3 Click on the **level 3** outline button **3** to see all of the data
You can use the expand and collapse buttons to control a single group...
- 4 Click on the **level 2** outline button **2** to see bank totals
- 5 Click on **expand** **+** to the left of **ANZ Total** to reveal the ANZ transactions
- 6 Click on **collapse** **-** to the left of **ANZ Total** to display only the total again
- 7 Click on the **level 3** outline button **3** to see all of the data again

	A	B	C	D	E	F
1	Cheque	Date	Drawer	Bank	Branch	Amount
93				Grand Total		\$46,790.80
94						
95						
96						

1

	A	B	C	D	E	F
1	Cheque	Date	Drawer	Bank	Branch	Amount
15				ANZ Total		\$4,546.00
22				Bank of Melbourne Total		\$1,110.50
25				Bendigo Total		\$836.00
42				Commonwealth Total		\$9,272.20
46				Hong Kong Total		\$988.00
67				National Total		\$5,376.00
71				St George Total		\$3,869.00
92				Westpac Total		\$20,793.10
93				Grand Total		\$46,790.80
94						
95						

2

	A	B	C	D	E	F
1	Cheque	Date	Drawer	Bank	Branch	Amount
2	032211	9/1/08	BJ Bloggs	ANZ	Sydney South	\$1,234.50
3	025879	4/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$130.00
4	100419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$70.00
5	361970	5/1/08	Dr Smile Medical Ser	ANZ	Cairns	\$50.00
6	091747	9/1/08	Crime Fighters	ANZ	Monbulk	\$948.00
7	065879	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$190.00
8	187419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$170.00
9	378970	5/1/08	Kendall Holdings	ANZ	Cairns	\$650.00
10	009747	9/1/08	Crime Fighters	ANZ	Monbulk	\$94.00
11	087679	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$34.50
12	149819	9/1/08	Spindles Co-operativ	ANZ	Thornbury	\$334.00
13	374360	9/1/08	Kendall Holdings	ANZ	Cairns	\$544.00
14	065447	10/1/08	Crime Fighters	ANZ	Monbulk	\$97.00
15				ANZ Total		\$4,546.00
22				Bank of Melbourne Total		\$1,110.50
25				Bendigo Total		\$836.00
42				Commonwealth Total		\$9,272.20
46				Hong Kong Total		\$988.00
67				National Total		\$5,376.00
71				St George Total		\$3,869.00
92				Westpac Total		\$20,793.10
93				Grand Total		\$46,790.80
94						

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For Your Reference...

To **work** with a **subtotalled worksheet**:

- Click on a level button **1** **2** **3** to show that level of detail for the entire list
- Click on **expand** **+** or **collapse** **-** to work with individual subgroups of the list

Handy to Know...

- The subtotal figures are created using the **SUBTOTAL** function. The first parameter in this function is **9** which tells Excel to **SUM** the figures. The alternatives include calculating the average, maximum, minimum and product.

CREATING NESTED SUBTOTALS

You can create quite complex subtotalling with more than one subtotal on a group. This involves **nesting the subtotals** that you create. The first step is to sort the data on the main grouping and

then on the secondary grouping. In this example, the data is sorted first by *Bank* and then by *Date*. Within each bank grouping, the date subgroups will display a separate subtotal.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E836 Summarising_3.xlsx...*

1 Click on any data cell then, on the **Home** tab, click on **Sort & Filter**  and select **Custom Sort**

2 Click on **[Add Level]**

3 Click on the drop arrow  for **Then by** and click on **Date**, then click on **[OK]**

As subtotals already exist in the worksheet, the Sort operation will have to remove them first...

4 Click on **[OK]**

5 Click on the **Data** tab, then click on **Subtotal**  to display the **Subtotal** dialog box

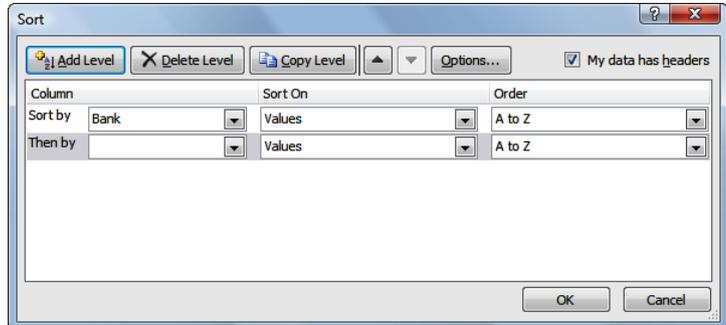
6 Click on the drop arrow  for **At each change in**, click on **Bank** and click on **[OK]**

Let's add a second subtotal...

7 Click on **Subtotal**  and select **Date** in **At each change in**

8 Click on **Replace current subtotals**, until it appears without a tick, and click on **[OK]**

Now both *Bank* and *Date* subgroups are subtotalled



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	A	B	C	D	E	F
1	Cheque	Date	Drawer	Bank	Branch	Amount
2	025879	4/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$130.00
3	100419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$70.00
4	187419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$170.00
5		4/1/08 Total				\$370.00
6	361970	5/1/08	Dr Smile Medical Ser	ANZ	Cairns	\$50.00
7	378970	5/1/08	Kendall Holdings	ANZ	Cairns	\$650.00
8		5/1/08 Total				\$700.00
9	032211	9/1/08	BJ Bloggs	ANZ	Sydney South	\$1,234.50
10	091747	9/1/08	Crime Fighters	ANZ	Monbulk	\$948.00
11	009747	9/1/08	Crime Fighters	ANZ	Monbulk	\$94.00
12	149819	9/1/08	Spindles Co-operativ	ANZ	Thornbury	\$334.00
13	374360	9/1/08	Kendall Holdings	ANZ	Cairns	\$544.00
14		9/1/08 Total				\$3,154.50
15	065879	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$190.00
16	087679	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$34.50
17	065447	10/1/08	Crime Fighters	ANZ	Monbulk	\$97.00
18		10/1/08 Total				\$321.50
19				ANZ Total		\$4,546.00
20	011205	1/1/08	Betty Bloggs	Bank of Melbourne	Melbourne	\$210.00
21		1/1/08 Total				\$210.00
22	066777	5/1/08	Luddite Innovations	Bank of Melbourne	Hobart	\$455.50
23		5/1/08 Total				\$455.50
24	045205	6/1/08	Betty Bloggs	Bank of Melbourne	Melbourne	\$75.00
25		6/1/08 Total				\$75.00
26	099205	9/1/08	Geraldine Hogan	Bank of Melbourne	Melbourne	\$160.00
27	290848	9/1/08	Reginald George	Bank of Melbourne	Melbourne	\$192.00

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For Your Reference...

To **create nested subtotals**:

- Sort the data according to the primary and secondary groupings
- Create the subtotal for the primary group
- Create the subtotal for the secondary group, without replacing the current subtotals

Handy to Know...

- If you select the option **Page breaks between groups** in the **Subtotal** dialog box, Excel will insert a page break at the start of each group so that you can print each on a separate page. It will also include vertical page breaks indicating how much of the data will fit across a portrait page.

COPYING SUBTOTALS

Once you have created subtotals, there are a number of things that they can be used for. For instance, you may want to chart the subtotals or perform additional analyses on them. To protect

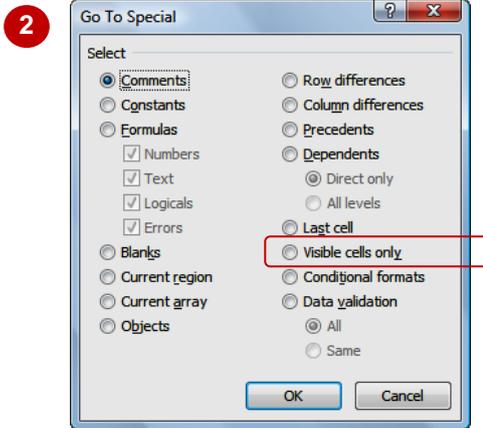
the original data, it is wise to **copy the subtotals** to another location first. The trick is to use a special **Go To** feature to select only the subtotal cells, otherwise you'll end up copying the detail as well.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E836 Summarising_4.xlsx...*

- 1 Click on the **level 2** outline button  to display subtotals for each bank, then select **D1:F126**
- 2 On the **Home** tab, click on **Find & Select**  in the **Editing** group and select **Go To Special**, to display the **Go To Special** dialog box
- 3 Click on **Visible cells only** until it appears selected, then click on **[OK]**
While the highlighting does not appear to change, it now includes only the selected cells...
- 4 On the **Home** tab, click on **Copy**  in the **Clipboard** group
- 5 Click on the **Insert Worksheet** worksheet tab to insert a new sheet
- 6 Press **[Enter]** to paste the subtotals into the new worksheet
- 7 Double-click on the column borders between each of the columns **A, B** and **C** to adjust the column widths



	A	B	C	D	E	F
1	Cheque	Date	Drawer	Bank	Branch	Amount
19				ANZ Total		\$4,546.00
30				Bank of Melbourne Total		\$1,110.50
34				Bendigo Total		\$836.00
59				Commonwealth Total		\$9,272.20
66				Hong Kong Total		\$988.00
93				National Total		\$5,376.00
98				St George Total		\$3,869.00
126				WestPac Total		\$20,793.10
127				Grand Total		\$46,790.80
128						

	A	B	C	D	E
1	Bank	Branch	Amount		
2	ANZ Total		\$4,546.00		
3	Bank of Melbourne Total		\$1,110.50		
4	Bendigo Total		\$836.00		
5	Commonwealth Total		\$9,272.20		
6	Hong Kong Total		\$988.00		
7	National Total		\$5,376.00		
8	St George Total		\$3,869.00		
9	WestPac Total		\$20,793.10		
10					
11					

For Your Reference...

To **select and copy** the **subtotals**:

1. Select the range to copy
2. On the **Home** tab, click on **Find & Select**  then select **Go To Special**
3. Click on **Visible cells only** and click on **[OK]**
4. Copy and paste the cells as usual

Handy to Know...

- You could copy the grand total when copying subtotals by including it in the selection. However, remember that only the **values** are pasted into the new worksheet not the **formulas**, so any changes you make to the subtotals in the copied version will not update the grand total.

USING SUBTOTALS WITH AUTOFILTER

You may find a situation where you are working with a **filtered** list and want to create **subtotals** for a particular subset of the data. For example, if you want to group records within a particular date

range, you can create a custom autofilter first to list the required records and then apply subtotals to create the summary.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E836 Summarising_5.xlsx...*

- 1 Click on the **Banking Details** worksheet tab, then click on **D1** to deselect the cells
- 2 Click on the **Data** tab, then click on **Subtotal**  and click on **[Remove All]** to remove all subtotals
- 3 Click on **Filter**  in the **Sort & Filter** group to display the autofilter drop arrows
- 4 Click on the drop arrow  for **Date**, select **Date Filters** then select **Custom Filter** to display the **Custom AutoFilter** dialog box
- 5 Click on the drop arrow  for **Date** and click on **is after or equal to**, then press **Tab** and type **8/1/08**
- 6 Repeat step 5 to add the second condition: **is before or equal to 10/1/08**
- 7 Click on **[OK]** to apply the date range filter
- 8 Click on **Subtotal** , click on the drop arrow  for **At each change in** and click on **Bank**, then click on **[OK]**

3

	A	B	C	D	E	F
1	Cheque	Date	Drawer	Bank	Branch	Amount
2	025879	4/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$130.00
3	100419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$70.00
4	187419	4/1/08	Spindles Co-operativ	ANZ	Thornbury	\$170.00
5	361970	5/1/08	Dr Smile Medical Ser	ANZ	Cairns	\$50.00
6	378970	5/1/08	Kendall Holdings	ANZ	Cairns	\$650.00
7	032211	9/1/08	BJ Bloggs	ANZ	Sydney South	\$1,234.50
8	091747	9/1/08	Crime Fighters	ANZ	Monbulk	\$948.00
9	009747	9/1/08	Crime Fighters	ANZ	Monbulk	\$94.00
10	149819	9/1/08	Spindles Co-operativ	ANZ	Thornbury	\$334.00
11	374360	9/1/08	Kendall Holdings	ANZ	Cairns	\$544.00

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Custom AutoFilter

Show rows where:

Date

is after or equal to 8/1/08

And Or

is before or equal to 10/1/08

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

8

	A	B	C	D	E	F
7	032211	9/1/08	BJ Bloggs	ANZ	Sydney South	\$1,234.50
8	091747	9/1/08	Crime Fighters	ANZ	Monbulk	\$948.00
9	009747	9/1/08	Crime Fighters	ANZ	Monbulk	\$94.00
10	149819	9/1/08	Spindles Co-operativ	ANZ	Thornbury	\$334.00
11	374360	9/1/08	Kendall Holdings	ANZ	Cairns	\$544.00
12	065879	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$190.00
13	087679	10/1/08	Belina Secondary Col	ANZ	Mt Waverley	\$34.50
14	065447	10/1/08	Crime Fighters	ANZ	Monbulk	\$97.00
15				ANZ Total		\$3,476.00
19	099205	9/1/08	Geraldine Hogan	Bank of Melbourne	Melbourne	\$160.00
20	290848	9/1/08	Reginald George	Bank of Melbourne	Melbourne	\$192.00
21	299848	9/1/08	Crime Fighters	Bank of Melbourne	Melbourne	\$18.00
22				Bank of Melbourne Total		\$370.00
23	002888	10/1/08	Lintel Holdings	Bendigo	Bendigo	\$468.00
24	043888	10/1/08	West Australian Govt	Bendigo	Bendigo	\$368.00
25				Bendigo Total		\$836.00
34	287980	8/1/08	Dept of Housing	Commonwealth	Qld Govt Bkg Centre	\$675.00
35	097416	9/1/08	Canberra Resources	Commonwealth	Melbourne	\$70.00
36	230880	9/1/08	Dept of Housing	Commonwealth	Qld Govt Bkg Centre	\$220.00
37	043416	9/1/08	Canberra Resources	Commonwealth	Melbourne	\$170.00
38	043564	9/1/08	Brentwood Mines	Commonwealth	Ballarat	\$45.00
39	012964	10/1/08	Brentwood Mines	Commonwealth	Ballarat	\$900.00
40	044707	10/1/08	Angelhome Sec Colleg	Commonwealth	Glenroy	\$586.00

For Your Reference...

To use **subtotals** with a **filtered list**:

1. Sort the data as required
2. On the **Data** tab, click on **Filter**  and apply a filter
3. Create subtotals as required

Handy to Know...

- It is important to remember to sort the data in the required order prior to applying a filter and subtotals.

CREATING RELATIVE NAMES FOR SUBTOTALS

An **absolute** range name is the most common type of range name. It refers to a specific cell or range as an **absolute address** (e.g. \$A\$4 or \$A\$2:\$D\$6). You can also create **relative** range

names, where names move from one part of the worksheet to another with the formulas that refer to them. The position of the **cell pointer** when you create a relative reference is very important.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file E836 Summarising_6.xlsx...

1 Click on the **Statements** worksheet tab, then click on **F4**

We want to create relative range names so that we can create a running balance using formulas for each change in customer...

2 Click on the **Formulas** tab of the **Ribbon**, then click on **Name Manager**  to display the **Name Manager** dialog box

3 Click on **[New]** to display the **New Name** dialog box

4 Type **Customer** in **Name**, press **Tab** three times and type **=\$B:\$B** in **Refers to**, then click on **[OK]**

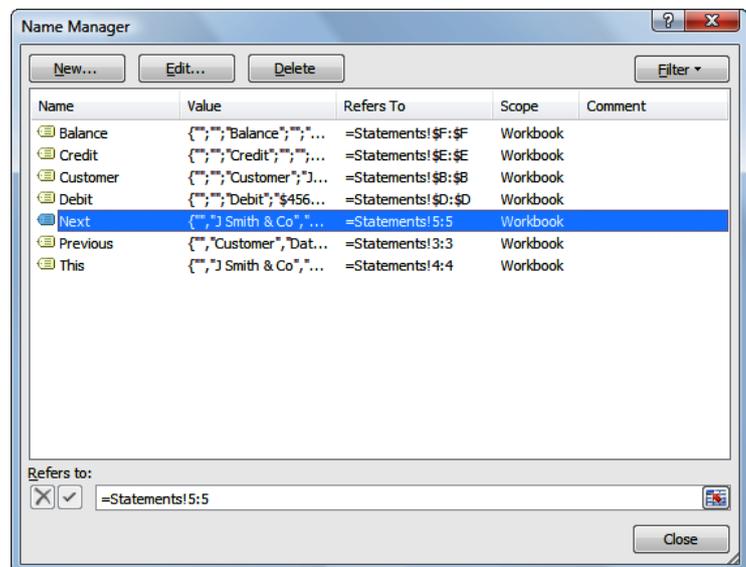
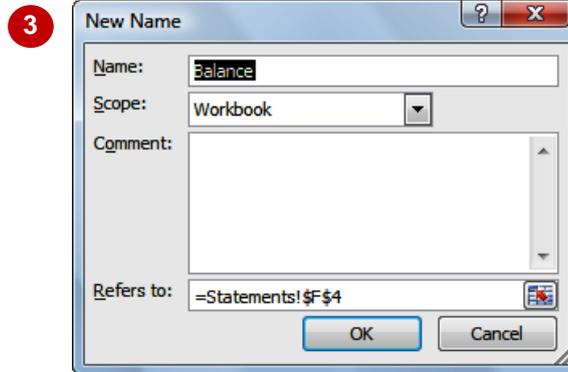
5 Repeat steps 3 and 4 for the column range names:

Debit **=\$D:\$D**
Credit **=\$E:\$E**
Balance **=\$F:\$F**

6 Repeat steps 3 and 4 for the row range names:

This **=4:4**
Previous **=3:3**
Next **=5:5**

7 Click on **[Close]**



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For Your Reference...

To **create names**:

1. Position the cell pointer (for relative names)
2. Click on the **Formulas** tab, click on **Name Manager**  and click on **[New]**
3. Type a **Name**
4. Type a cell **Reference** and click on **[OK]**

Handy to Know...

- To create just one range name, click on **Define Name**  in the **Defined Names** group on the **Formulas** tab of the **Ribbon**. This will display the **New Name** dialog box enabling you to create a single name.

USING RELATIVE NAMES FOR SUBTOTALS

While range names are usually created to refer to a specific part of the worksheet, **relative range names** refer to a range relative to the position of the **cell pointer** at the time they were created.

This makes them ideal for special types of formulas where you want the name to move with the formula. This example demonstrates how to use formulas and relative names to create subtotals.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E836 Summarising_7.xlsx*...

- 1 Click on **F4** and type **=Debit-Credit+IF(Customer=Previous Customer, Previous Balance)**
- 2 Press to see the result

It should read \$456.00. Now to copy it down the column...
- 3 Click on **F4**, then drag the fill handle (bottom right corner of the cell) to **F20** to copy the formula
- 4 Click on **A4** and type **=IF(Customer=Previous Customer,"",Customer)**
- 5 Press then drag the fill handle to copy the formula from **A4** to **A20**
- 6 Click on **G4** and type **=IF(Customer=Next Customer,"",Balance)**
- 7 Press (nothing will appear), then click on **F4**
- 8 Click on the **Home** tab, click on **Format Painter**  then click on **G4** (still nothing will appear)
- 9 Drag the fill handle to copy the formula from **G4** to **G20**

Date	Debit	Credit	Balance
21/2/00	\$456.00		=Debit-Credit+IF(Customer=Previous Customer,Previous Balance)
22/2/00	\$567.00		
22/2/00		\$120.00	

1

2

	A	B	C	D	E	F
1						
2						
3		Customer	Date	Debit	Credit	Balance
4		J Smith & Co	21/2/00	\$456.00		\$456.00
5		J Smith & Co	22/2/00	\$567.00		
6		J Smith & Co	22/2/00		\$120.00	
7		J Smith & Co	25/3/00	\$432.00		

9

	Customer	Date	Debit	Credit	Balance
4	J Smith & Co	J Smith & Co	21/2/00	\$456.00	\$456.00
5	J Smith & Co	J Smith & Co	22/2/00	\$567.00	\$1,023.00
6	J Smith & Co	J Smith & Co	22/2/00		\$903.00
7	J Smith & Co	J Smith & Co	25/3/00	\$432.00	\$1,335.00
8	J Smith & Co	J Smith & Co	25/3/00		\$1,102.00
9	B Bloggs Inc	B Bloggs Inc	20/2/00		-\$67.00
10	B Bloggs Inc	B Bloggs Inc	21/2/00	\$345.00	\$278.00
11	B Bloggs Inc	B Bloggs Inc	22/2/00	\$431.00	\$709.00
12	B Bloggs Inc	B Bloggs Inc	22/2/00		\$584.00
13	B Bloggs Inc	B Bloggs Inc	25/3/00	\$564.00	\$1,148.00
14	B Bloggs Inc	B Bloggs Inc	26/3/00		\$1,114.00
15	B Smart Ltd	B Smart Ltd	23/3/00	\$453.00	\$453.00
16	B Smart Ltd	B Smart Ltd	23/3/00	\$655.00	\$1,108.00
17	B Smart Ltd	B Smart Ltd	22/2/00		-\$125.00
18	B Smart Ltd	B Smart Ltd	25/3/00	\$344.00	\$219.00
19	B Smart Ltd	B Smart Ltd	25/3/00	\$566.00	\$785.00
20	B Smart Ltd	B Smart Ltd	25/3/00		\$535.00

For Your Reference...

To use **relative names** in **formulas**:

1. Replace cell references with range names
2. Fill-in other cells as required

Handy to Know...

- The range names that you create will appear listed in the **Name Box** located to the left of the **Formula Bar**. By selecting the name from the list, Excel will highlight the related cells.