

# ST. THOMAS SCHOOL, SAHIBABAD

## SUBJECT - COMPUTER

### CH-2 MS EXCEL-FORMULAS AND FUNCTIONS(WORKSHEET 5)

#### CLASS VII

#### CELL RANGE :

A range is a group of contiguous cells , which form a shape of a rectangle.It can be a group of two cell an entire worksheet. We can specify a range by writing the starting cell address followed by the ending address both separated by a colon (:).

#### SELECTING A RANGE

Click on the first cell in the range and while holding down the left mouse button.

#### NAMING A RANGE :

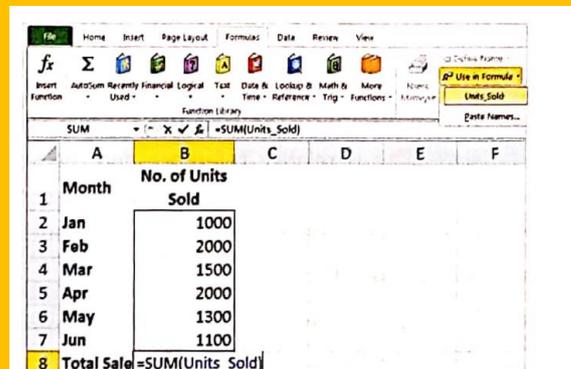
To define a name for a range :

- Select the range of cells .
- On formula tab,in the Defined Names group ,click on the Define Name option.
- The New Name dialog box appears.
- In the name field ,enter the name that you want to specify for the range.
- In the scope box ,specify the availability of the range name by choosing “Workbook:

#### USING A NAMED RANGE

Create a worksheet as shown in the figure :

- Click on cell B8 and type the formula = SUM (
- Now click on the drop-down arrow of the use in Formula option in the Defined Names group on the Formulas tab and select the name of range from the displayed list.
- The name gets pasted in the formula .
- Press Enter key to get the result in the cell.



The screenshot shows the Microsoft Excel interface. The 'Formulas' tab is active, and the 'Defined Names' group is expanded. A dropdown menu is open, showing 'Units\_Sold' as the selected option. The worksheet contains the following data:

Month	No. of Units Sold
Jan	1000
Feb	2000
Mar	1500
Apr	2000
May	1300
Jun	1100
Total Sale	=SUM(Units_Sold)

**EXERCISE:**

Define a cell range .

*Note : Do the above exercise in rough notebook / any unfinished old notebook .*