

Lesson 1 Ranges

Using Ranges

Working with a range allows you to perform such as moving, copying or formatting much faster than working with one cell at a time. The following shows terms and definitions encountered when using ranges.

Term	Definition
Range	A group of cells.
Name Box	Allows you to enter a name for a range.
Formula Bar	A bar at the top of the Excel window that you use to enter

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Selecting a Range

1. Click the first cell that you want to select
2. Highlight the cells that you want to include in the range.

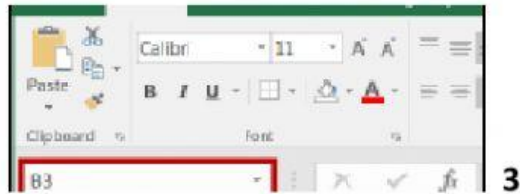
	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	Name	January	February	March	April	Total						
4	Eastern Region	110	175	140	146	571						
5	Western Region	200	230	240	238	908						
6	Southern Region	300	380	295	314	1279						
7	Northern Region	220	355	315	212	902						
8	Total	930	1040	990	912							
9	Average											
10												
11												
12												
13												
14												
15												

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Naming a Range

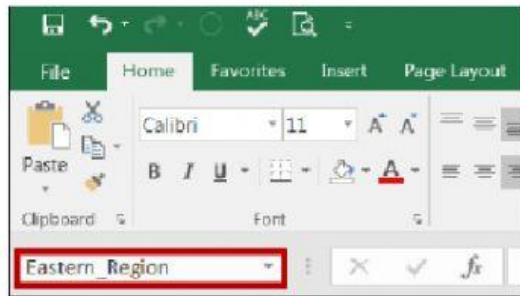
A range can also be defined by giving a name to a group of cells, for example, we could name the selection of cells above in (2) Eastern Region, by following the steps listed below.

1. Highlight cells **B4** through **E4**.
2. Click the **Name Box**.



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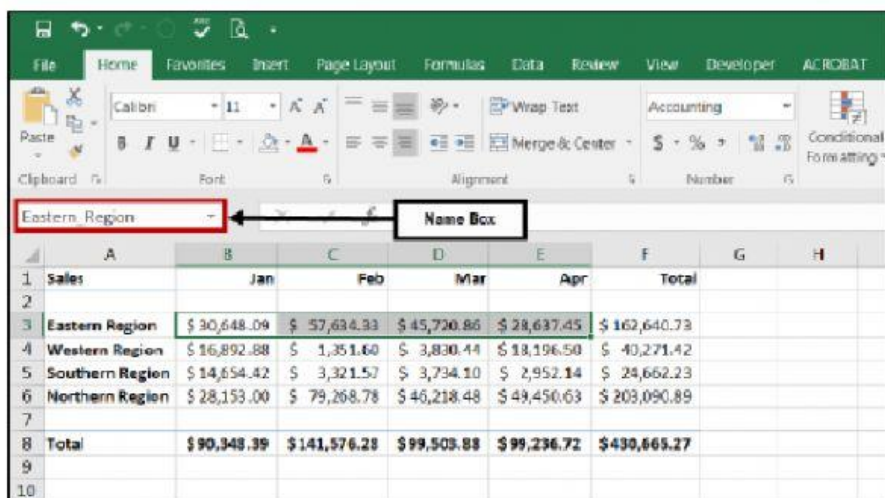
3. Type the name **Eastern_Region** in the *Name Box* and press **Enter**. 4



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Note: The name may not contain spaces, or start with a number, however, you may use an underscore or dash to separate terms for the name.

4. The name **Eastern_Region** appears in the name Box for the range selected. 5



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Copy and Paste a Range

The following explains how to copy and paste a range of data.

1. Highlight the cell range that you wish to copy.

Sales	Jan	Feb	Mar	Apr	May
Eastern Region	\$ 30,648.09	\$ 57,634.33	\$ 45,720.86	\$ 28,637.45	
Western Region	\$ 16,892.88	\$ 1,351.60	\$ 3,830.44	\$ 18,196.50	
Southern Region	\$ 14,654.42	\$ 3,321.57	\$ 3,734.10	\$ 2,952.14	
Northern Region	\$ 28,153.00	\$ 79,268.78	\$ 46,218.48	\$ 49,450.63	

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2. On the Home tab of the ribbon, click the Copy button. 2



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3. Left-click in the beginning cell where you want the range to be copied. 3

Sales	Jan	Feb	Mar	Apr	May
Eastern Region	\$ 30,648.09	\$ 57,634.33	\$ 45,720.86	\$ 28,637.45	
Western Region	\$ 16,892.88	\$ 1,351.60	\$ 3,830.44	\$ 18,196.50	
Southern Region	\$ 14,654.42	\$ 3,321.57	\$ 3,734.10	\$ 2,952.14	
Northern Region	\$ 28,153.00	\$ 79,268.78	\$ 46,218.48	\$ 49,450.63	

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4. On the Home tab of the ribbon, click the Paste button. 4



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5. The data will be copied into the destination cells. 5

Sales	Jan	Feb	Mar	Apr	May
Eastern Region	\$ 30,648.09	\$ 57,634.33	\$ 45,720.86	\$ 28,637.45	\$ 28,637.45
Western Region	\$ 16,892.88	\$ 1,351.60	\$ 3,830.44	\$ 18,196.50	\$ 18,196.50
Southern Region	\$ 14,654.42	\$ 3,321.57	\$ 3,734.10	\$ 2,952.14	\$ 2,952.14
Northern Region	\$ 28,153.00	\$ 79,268.78	\$ 46,218.48	\$ 49,450.63	\$ 49,450.63

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Questions

- 1. Explain the steps for using selecting and naming a range?**
- 2. Explain the steps for copy and paste a range.**