



Working with Named Ranges in Excel

Withdrawals

Date	Notes	Amount
1/1/2015	ATM Withdrawal	\$35.00
1/2/2015	Lunch	\$15.00
1/3/2015	Breakfast	\$12.00
1/4/2015	Car Payment	\$290.00
1/5/2015	Electronic Payment	\$49.99
Total		

To create a named range, you must first highlight your range. In this instance, select D7-D11. Click in the textbox next to the formula bar with the range selected, enter a name for the range, and press Enter. Your range has been named!

Lastly, we need to calculate the total amount spent. In D13, enter

=sum(MYRANGENAME)

Type in your range name in the parentheses after "sum."