

Practice Exercise 8: Named Ranges

Instructions: Named Ranges

Open sheet Exer10.

1. Select cells A1:B10.
2. Go to Formulas Tab, and click **Name Manager**.
3. Click New, and enter **lookuptable** as Name, click **OK**.
4. Select cells C2:C10, and on the Name Range field located enter **total_sales**
5. Click cell C11, enter the formula **=SUM(total_sales)**
6. Click cell F2, enter the formula **=VLOOKUP(E2,lookuptable,2,0)**
7. Copy the formula from cell F2 to cells F3:F5.
8. Go to Formulas Tab, and click Name Manager.
9. Select the existing Named Ranges and click delete.