



University Information
Technology Services

Microsoft Excel 2013

Ranges & Tables

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Microsoft Office Excel 2013

Ranges & Tables

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Introduction

Excel 2014 – Ranges and Tables, is a continuation of the fundamentals learned in the previous Excel workshops and builds on this foundation to provide the user with the necessary skills to create more detailed and extensive spreadsheets, and enhance their impact while building your skill with the program.

Learning Objectives

- Edit and format large areas of a spreadsheet.
- Effectively sort and arrange Data.
- Create and format Tables to better organize data.
- Using Conditional Formatting to highlight trends within data.

Using Ranges

Working with a range allows you to perform operations such as moving, copying, or formatting much faster than working with one cell at a time. *Figure 1* contains terms and definitions encountered when using ranges.

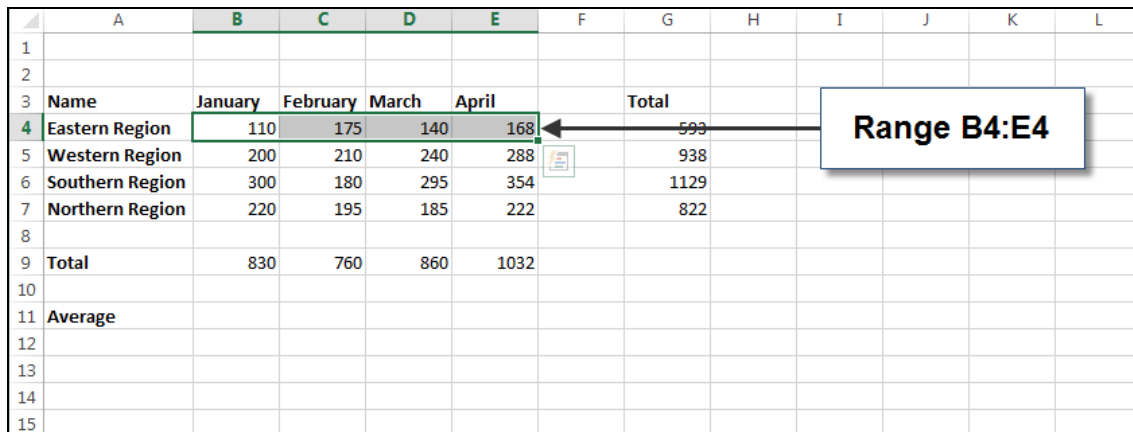
Term	Definition
Range	A group of cells.
Name Box	Allows you to enter a name for a range.
Formula Bar	A bar at the top of the Excel window that you use to enter formulas.

Figure 1 - Definitions

Selecting a Range

The following explains how to select a range.

1. Click on the first cell that you wish to select.
2. Highlight the cells that you want to include in the range (see Figure 2).



The image shows an Excel spreadsheet with columns A through L and rows 1 through 15. The following table represents the data in the spreadsheet:

	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	168		593					
5	Western Region	200	210	240	288		938					
6	Southern Region	300	180	295	354		1129					
7	Northern Region	220	195	185	222		822					
8												
9	Total	830	760	860	1032							
10												
11	Average											
12												
13												
14												
15												

A callout box labeled "Range B4:E4" has an arrow pointing to the cells B4 through E4, which are highlighted in the spreadsheet.

Figure 2 - An Example of a Range

Naming a Range

A range can also be defined by giving a “name” to a group of cells. For example, we could name cells B4 through E4 as, “Eastern_Region” by doing the following:

1. Highlight cells B4 through E4.

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