



University Information
Technology Services

Microsoft Office

Excel 2016 for Windows

Ranges & Tables

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: Excel 2016 Ranges & Tables

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Introduction

The *Excel 2016: Ranges & Tables* document, 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

After completing the instructions in this booklet, you will be able to:

- Edit and format large areas of a spreadsheet.
- Effectively sort and arrange data.
- Create and format tables to better organize data.
- Use 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. The following figure 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 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	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												

Figure 2 - Sample Range Selection

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 (see Figure 2), *Eastern Region* by following the steps listed below.

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

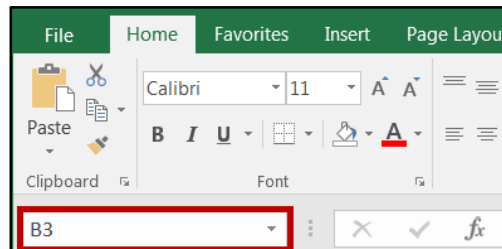


Figure 3 - Name Box Drop-Down

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