# Office 2016– Excel Basics 18
## Video/Class Project #30
## Excel Basics 18: Defined Names

**Goal in video # 18**: Lean about how to use Defined Names in Formulas.

Topics Covered in Video:

1) If you are going to use the same range over and over, and you don't want to use the Excel Table feature, you can use the Defined Name feature.
2) Four benefits of names:
    i. Easy and fast to put in formulas
    ii. Avoid selection errors (like highlighting too few cells
    iii. The name of the field will be in the formula, instead of a range of cells, and that will help to understand what the formula is doing and where in the data set it is pointing.
    iv. By Default Defined Names are Absolute.
3) Defined Name feature:
    i. Highlight cell or range, click in Name Box, Type name without spaces, and hit Enter.
    ii. Rules for Defined Names:
        1. Must begin with text, not number
        2. No spaces
        3. No cell references
        4. Max of 255 characters in name
        5. Cannot use the characters: */+-()^<>+&%~`|][}{@";:,'$#!
4) The Defined Names group in the Formulas Ribbon Tab contains:
    i. Name Manager: edit, delete Defined Names
        1. Name Manager keyboard = Ctrl + F3
    ii. Use in formula
        1. Paste Name = F3
    iii. Create Names From Selection
        1. Create Names From Selection = Ctrl + Shift + F3

## 5) New Keyboard Shortcut:

 

    i. Name Manager keyboard = Ctrl + F3
    ii. Paste Name = F3
    iii. Create Names From Selection = Ctrl + Shift + F3
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