Sharing Data Between Files

In this chapter you will learn how to share information between different workbooks. This is called LINKING. In order to link spreadsheets together you need to know how to name cells. You can also share data between worksheets within a workbook as you will see in Chapter 17.

Naming Single Cells

As you saw in the last chapter Microsoft Excel allows you to name cells. This can make formulas easier to understand and allows for quicker movement to cells. Naming cells also permits Microsoft Excel to transfer information from one workbook to another, that is, to LINK workbooks together. Let's use names to calculate the area of a circle.

   1   Load Microsoft Excel or close the current files and start a new BLANK WORKBOOK.

2 Enter the labels in the indicated cells.

3 Move the cursor to cell B1, open the FORMULAS tab in the RIBBON and click on the arrow next to the DEFINE NAME icon and select DEFINE NAME.

4 In the NEW NAME dialogue box the word Pi should be inserted in the NAME box. This name will represent the contents of cell B1 as indicated in the 'REFERS TO' box at the bottom of the dialogue box.

5   Click on OK and Pi will be added to the NAME BOX at the left of the FORMULA BAR.

NOTE: You can enter different names to those inserted by the program.
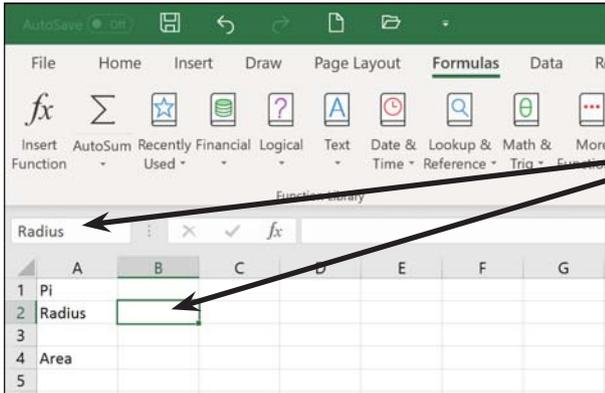
6   Move the cursor to cell B2, click in the NAME BOX in the FORMULA BAR, enter:
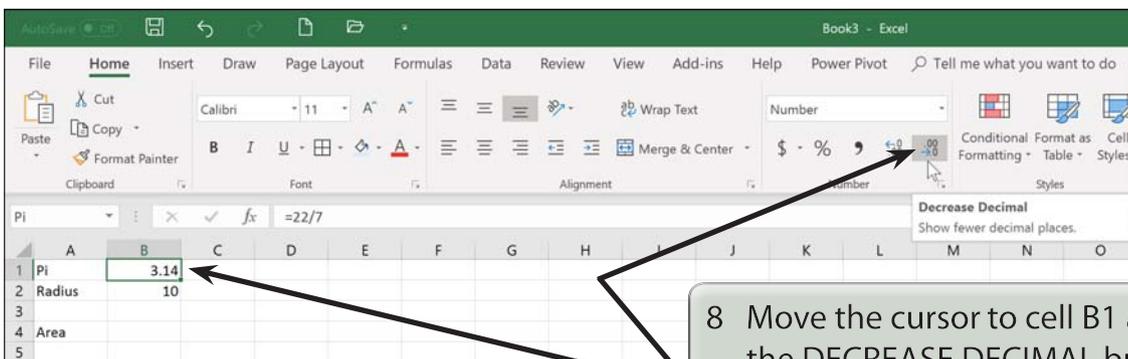
Radius

press the <enter> or <return>.

NOTE: i   Entering the name in the NAME BOX is a shortcut to using the DEFINE NAME icon in the FORMULAS tab.

ii   We have named the cell next to the label Pi as PI and the cell next to Radius as RADIUS.

7   Enter the following items in the indicated cells:

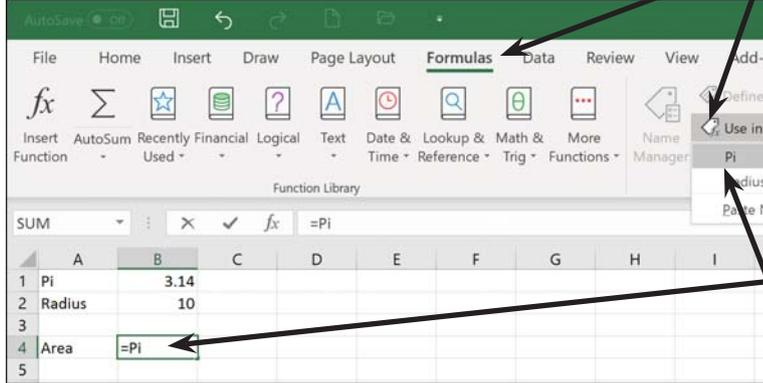in cell B1:   =22/7

in cell B2:   10

8   Move the cursor to cell B1 and use the DECREASE DECIMAL button in the HOME tab of the RIBBON to reduce the decimal places to 2.

Entering Formulas Using Names

We will enter a formula to calculate the area of a circle using cell names, that is: Pi times Radius squared.
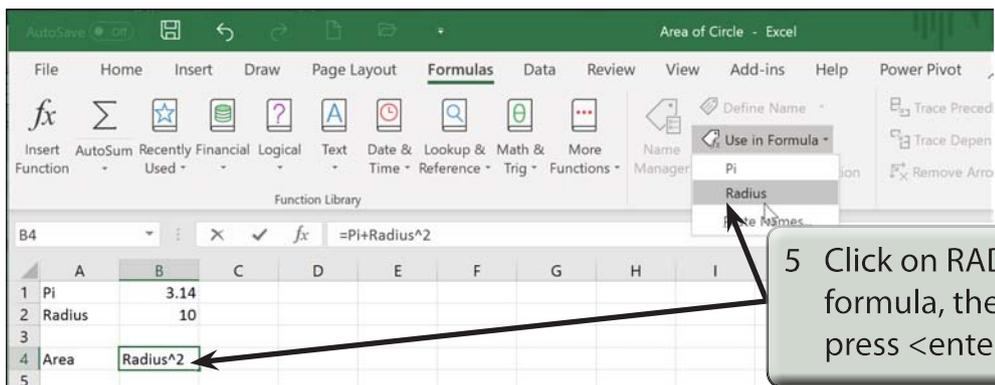
1   Position the cursor at cell B4 and press the = key.

> 2 In the FORMULAS tab of the RIBBON click on the USE IN FORMULA icon. On the **Macintosh** system, use the INSERT menu - NAME - PASTE.

> 3 The two names you entered should appear. Click on Pi (select OK on the Macintosh system) and Pi will be added to the formula.

4   Enter: *   then click on the USE IN FORMULA icon (or INSERT menu - NAME - PASTE) again.

> 5 Click on RADIUS to add it to the formula, then enter: ^2   and press <enter> or <return>.

> **NOTE:** i   **The ^ (SHIFT+6) stands for 'raised to the power of'.**
>
> ii   **You could have typed in the names directly without using the USE IN FORMULA icon, if you prefer to do things that way.**

Naming Groups of Cells

Cell names can refer to single cells or to blocks of cells. The following activity will demonstrate how to name groups of cells. It will name all the sales that a company makes along with its expenses, then calculate the balance.

A Loading the Template

1   Close the current file and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab or FILE menu.

2   Access the EXCEL 2019 SUPPORT FILES, open the CHAPTER 15 folder and load the CHAPTER 15 file, selecting YES to the READ-ONLY message.

B Naming the Cells

1 Highlight cells B6 to B14, click in the NAME BOX, enter:

Sales

and press <enter> or <return>.

NOTE: The two blank cells (B13 and B14) will cater for any additional sales.