**Module 12 – Working With Names**

**Exercise**

1. Open the file called **Names**.
2. Create a range name for each Division. Use the following names & ranges:
	1. Australia - A7:J17
	2. Europe – A22:J33
	3. South\_America – A38:J48
	4. Canada – A53:J63
3. In the Australian Division, create a name for each month.
4. On row 13, use a range name to create a formula that adds each range.
5. On row 15, use a range name to create a formula that averages each range.
6. On row 17, use a range name to create a formula that finds the highest number in each range.
7. In cell B29, edit the formula so that it reflects the correct range. Copy across to I:29.
8. In cell B31, edit the formula so that it reflects the correct range. Copy across to I:31.
9. In cell B33, edit the formula so that it reflects the correct range. Copy across to I:33.
10. Using the Name Manager, delete the range named “Canada”.
11. Save and close the file.