Excel 2019 with JAWS
Naming Cells

Trying to remember cell references when entering formulas in Microsoft Excel is often a little draining on the old memory cells. It is quite easy to specify the wrong cell reference, hence making the formula useless. Fortunately, Excel offers you the opportunity of naming a cell or range of cells. Doing this can make it much easier, and often much quicker, to specify the correct cell in a formula. Additionally, it is much easier to go directly to a cell if it has a name, rather than a cell reference!

Take the example that your workbook has 3 sheets. You want to enter a formula into cell J7 of sheet 3 that refers to the total sales for the month of February. The total sales figure for February is in cell D19 of sheet 1. The formula you would need to enter is as follows:

=sheet1!d19

Whilst this is not particularly difficult, it could be made much easier by naming cell D19 in sheet 1 to something that is more meaningful, for example 'FebTot'. In this case, the formula you would need to enter is as follows:

=FebTot

Not only is this easier, you do not need to specify which sheet the cell is in, as it is automatically allocated a unique, Absolute cell reference!

To name a cell in Excel 2019, in conjunction with JAWS, follow these suggested steps:

1.   Position the cursor in the cell you wish to name.

2.   Press **CTRL and F3**. Upon doing this, the **Name Manager** dialog box will be displayed.

3.   In the **Name Manager** dialog box, focus should be on the **New**... button. Press **ENTER**. Upon doing this, the **New Name** dialog box will be displayed.

Note 1: If for some reason focus is not on the New... button, you can activate it by pressing the accelerator key **ALT and N**.

4.   In the **New Name** dialog box, focus should be in an edit box labelled **Name**. Type the name you want to use for the cell and press **ENTER** when done. Upon doing this, focus will return to the **Name Manager** dialog box.

Note 2: When creating named cells, spaces are not permitted. If the name you wish to use has more than one word, then use a capital letter at the beginning of each word!

5.   The name of the cell will now appear in a list of named cells. JAWS will say the name of the cell it refers to, followed by the cell reference for the named cell. Press **TAB** until the **Close** button is selected and then press **ENTER**. Upon doing this, the Name Manager dialog box will close and focus will return to the cell you have just named.

Note 3: JAWS will still announce the named cell with its original cell reference when you move to it. However, the name of the cell will appear in the NameBox, directly above the cell reference A1. It is not possible to read this information by pressing a JAWS command, but it can, with determination, be achieved by using the JAWS cursor!