

# Excel 365 with JAWS

## Naming Cells



Trying to remember cell references when entering formulas in Excel 365 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 more meaningful and 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 365, in conjunction with JAWS, follow these suggested steps:

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

2. Press the **Applications** key (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed. JAWS will say the first option in the menu. This should be "Cut".

**Note 1:** If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

3. Press **DOWN ARROW** or **UP ARROW** until the Define Name... menu option is selected and press **ENTER**. Upon doing this, the "New Name" dialog box will be displayed.
4. In the **New Name** dialog box, focus will be in an edit box labelled **Name**. This will contain a suggested name, based on the content of the cell. Overtyping this name with the name you want to use and then press **ENTER**. Upon doing this, focus will return to the selected cell in your worksheet.

**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, or an underscore to separate each part of the name!

The name of the cell will now appear in the list of named cells in the Name Manager dialog box. For reference, you can display the Name Manager dialog box by pressing the keyboard shortcut **CTRL and F3**. The Name Manager dialog box is where you go to edit, delete and amend the cell reference of named cells!

**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 worksheet area. You can move focus to the Name Box by pressing **ALT and F3**. You can then read the cell name using the Arrow keys! To return focus to the worksheet, press **ESCAPE**.