The control / tilde key combination causes cells with formulas to change their mode of display from calculated values to formulas and back again.
Control/Tilde (Ctrl/~)
• The Trace Precedents option allows a user to view the cells that are referenced by a given cell
• The Trace Dependents option allows a user to view cells that reference a given cell
Trace Precedents
(Formulas / Formula Auditing / Trace Precedents)
• Ranges of names can be given names by selecting the range, then typing a name in the name box
Named Ranges
Using Named Ranges
Multiple Ranges in Formula

- A formula may contain multiple named ranges
Multiple Ranges in Formula
Absolute and Relative Addressing

- Relative addresses are adjusted when copied and pasted or dragged.
- Absolute addresses are not adjusted when copied and pasted or dragged.
- Named ranges are always absolutely addressed.
- Cell addresses are absolute if they are in the form $A$1
Absolute and Relative Addressing
Absolute and Relative Addressing
Absolute and Relative Addressing
Absolute and Relative Addressing
• The F4 key will change a relative address to an absolute address.
• Further presses of the F4 key will change parts of the address, i.e. either the row or the column, until the address is relative again.