

Excel with titles:

First, enter row and column headings. (Column headings which are numbers must be preceded by quotes to make them titles.)

Then enter excel model with cell references. To see formulas (as below) **Tools, Options,** and check the box for **Formulas**.

Before converting to titles save the model under a different name than you will use for the model with formulas! Backup!

	A	B	C	D
1		1996	1997	1998
2	Sales	100	=B2*(1.1)	=C2*(1.1)
3	Cos	=0.45*B2	=0.45*C2	=0.45*D2
4	Gr Margin	=B2-B3	=C2-C3	=D2-D3
5				

Then highlight the entire spreadsheet by dragging with mouse or hitting control-A.

(Note: this assumes no spaces above column titles. If there are blank rows, don't highlight them or you get no column titles.)

	A	B	C	D
1		1996	1997	1998
2	Sales	100	=B2*(1.1)	=C2*(1.1)
3	Cos	=0.45*B2	=0.45*C2	=0.45*D2
4	Gr Margin	=B2-B3	=C2-C3	=D2-D3
5				
6				

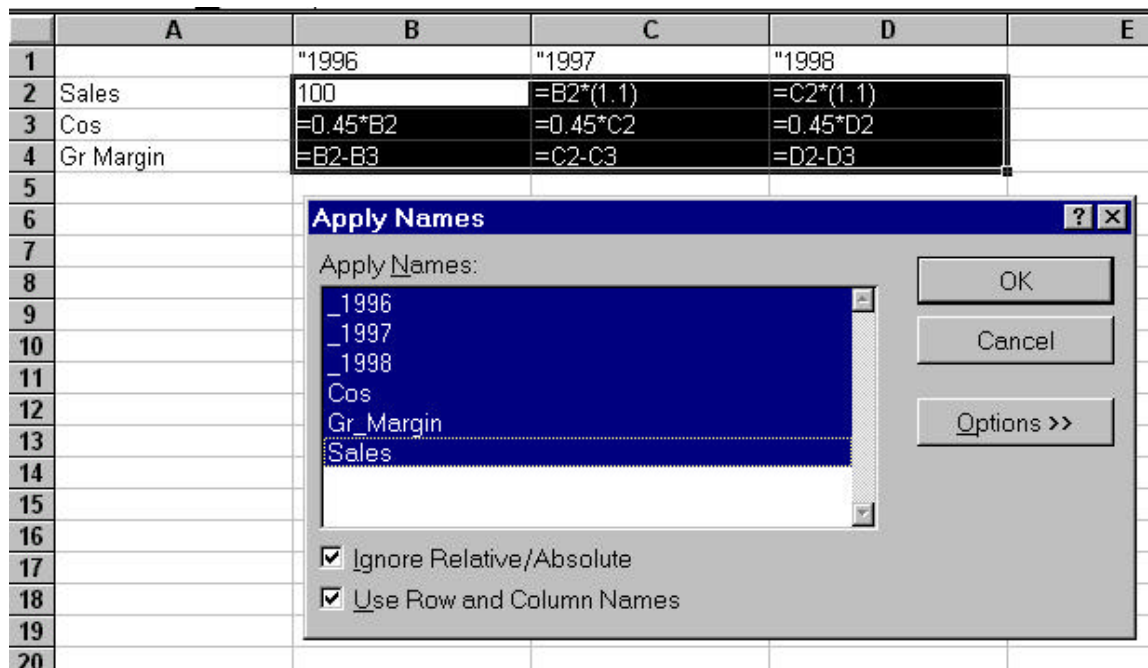
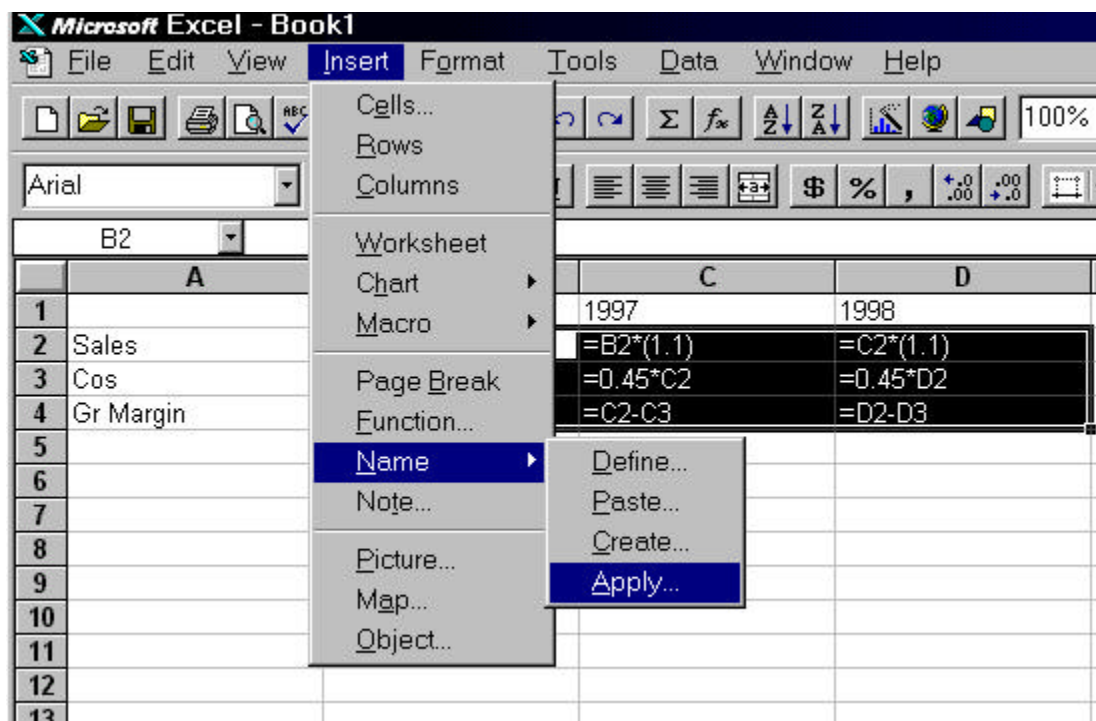
Then hit **Insert, Name, Create** and check the boxes **Top Row, Left Column**.

A1

	A	B	C	D
1		1996	1997	1998
2	Sales	100	=B2*(1.1)	=C2*(1.1)
3	Cos	=0.45*B2	=0.45*C2	=0.45*D2
4	Gr Margin	=B2-B3	=C2-C3	=D2-D3
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Create Names [?] [X]
Create Names in
☒ Top Row
☒ Left Column
☐ Bottom Row
☐ Right Column
OK
Cancel

Then highlight the formula cells by dragging with mouse and hit **Insert, Name, Apply**.



The model formulas will look like the following. You can exit the formula view by unclicking **Formulas** under **Tools, Options**

	A	B	C	D
1		"1996	"1997	"1998
2	Sales	100	=_1996*(1.1)	=_1997*(1.1)
3	Cos	=0.45*Sales	=0.45*Sales	=0.45*Sales
4	Gr Margin	=Sales-Cos	=Sales-Cos	=Sales-Cos

When you turn in models at the final, print out both formula view and the standard numeric view. Alternatively, you can just submit the models on a floppy.