

Microsoft® Excel® 2019 Basics – Unit 2

(Contd.)

Cells References & Data Types (PowerPoint)/Entering Basic Data (PowerPoint)/Entering Data in Cells (Video)/Editing Cell Data (Video)

Learning Objectives

1. What are cell references?
2. How can data be entered and edited in worksheets?

Key Concepts

| | |
|-------------------------|--|
| Cells & Cell References | <ul style="list-style-type: none"> Cells are the _____ of a worksheet and it can be a worksheet _____ cell reference using _____ Relative: the _____ is a worksheet Absolute: cell type _____ and formulae Cell references can be: <ul style="list-style-type: none"> _____ referencing _____ cell referencing _____ cell references _____ give the address of a cell located on the _____ in the worksheet Absolute cell <ul style="list-style-type: none"> provide the _____ in a worksheet includes _____ in the reference value _____ cell references <ul style="list-style-type: none"> provide _____ relative and absolute references |
| Data Types | <ul style="list-style-type: none"> There _____ types include: <ul style="list-style-type: none"> _____ _____ Text and a combination of letters, numbers, and _____ Numbers are numerical data which can be used to _____ Cells and some are _____ formulae that return other formulae Cells can be formatted with the appropriate category in the _____ and the _____ |

Microsoft Excel 20basics Answer Key

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