

# 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"> <li>Cells are the _____ of a worksheet and it can be a worksheet</li> <li>_____ cell reference using _____</li> <li>Relative: the _____ is a worksheet</li> <li>Absolute: cell type _____ and formulae</li> <li>Cell references can be:                         <ul style="list-style-type: none"> <li>_____ referencing</li> <li>_____ cell referencing</li> <li>_____ cell referencing</li> <li>_____ give the address of a cell located on the _____ in the worksheet</li> </ul> </li> <li>Absolute cell                         <ul style="list-style-type: none"> <li>formulae: _____ is a worksheet</li> <li>reference: _____ is the reference value</li> </ul> </li> <li>_____ cell reference:                         <ul style="list-style-type: none"> <li>relative: _____ relative and absolute reference</li> </ul> </li> </ul>
Data Types	<ul style="list-style-type: none"> <li>_____ type:                         <ul style="list-style-type: none"> <li>_____</li> <li>_____</li> </ul> </li> <li>Text and is combination of letters, numbers, and _____</li> <li>Numbers are numerical data which can be used to _____</li> <li>Cells and date are _____ formulae that dates and time values</li> <li>Cells data are formatted into the appropriate category in Excel using the _____ on the ribbon tab</li> </ul>

# Microsoft Excel 20basics Answer Key

**Chandresh Agrawal, Nandini Books**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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