

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	- 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: _____ referencing _____ cell referencing _____ cell references _____ give the address of a cell located on the _____ in the worksheet - Absolute cell - formulae: the _____ is a worksheet - reference: _____ in the reference value _____ cell references - relative: _____ relative and absolute references
Data Types	_____ types include: _____ _____ - Text and a combination of letters, numbers, and _____ - Numbers are numerical data which can be used to _____ - Cells and some are _____ formulae that store and store values - Cells can be formatted with the appropriate category in the _____ and the _____

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