

# 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>– are named using _____</li> <li>• Address: the _____ of a worksheet</li> <li>• Relative cell types _____ and formulas</li> <li>• Cell references can be:             <ul style="list-style-type: none"> <li>– _____ referencing</li> <li>– _____ cell referencing</li> <li>– _____ cell references</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>– provide the _____ of a worksheet</li> <li>– includes _____ in the reference value</li> </ul> </li> <li>• _____ cell references             <ul style="list-style-type: none"> <li>– provide _____ relative and absolute references</li> </ul> </li> </ul>
Data Types	<ul style="list-style-type: none"> <li>• _____ types include:             <ul style="list-style-type: none"> <li>– _____</li> <li>– _____</li> </ul> </li> <li>• Text can be entered in cells, numbers, and _____</li> <li>• Numbers are numerical data which can be used to _____</li> <li>• Date and time are _____ formulas that store date and time values</li> <li>• Cells can be formatted with the appropriate category in the _____ list</li> </ul>

# Microsoft Excel 20comprehensive Answer Key

**J Ma**



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