

# 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 references</li> <li>_____ give the address of a cell based on its _____ in the worksheet</li> </ul> </li> <li>Absolute cell                         <ul style="list-style-type: none"> <li>_____ formulae _____ is a worksheet</li> <li>_____ formulae _____ is the reference value</li> </ul> </li> <li>_____ cell references                         <ul style="list-style-type: none"> <li>_____ 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 and a combination of letters, numbers, and _____</li> <li>Numbers are numerical data which can be used to _____</li> <li>Cells and some are _____ formulae that return other formulae</li> <li>Cells can be formatted with the appropriate category in the _____ list</li> </ul>

# Icev Microsoft Excel 20basics Answer Key

**SJ Ball**



## **Icev Microsoft Excel 20basics Answer Key:**

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