

# 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 address using _____</li> <li>Identify the _____ in a worksheet</li> <li>Identify cells by the _____ and _____</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>_____ formula _____ in a worksheet</li> <li>_____ formula _____ in the reference</li> <li>_____</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 _____ formulas that return other values</li> <li>Cells can be formatted with the appropriate category in the _____ list</li> </ul>

# Microsoft Excel 20basics Answer Key Icev

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MOAC,2013-10-17      **iCheck Series: iCheck Express Microsoft Excel 2003, Student Edition** McGraw-Hill

Education,2005-07-08 iCheck Express Excel 2003 was written specifically for high school students It is age level and interest level appropriate Projects incorporate real world business situations and cross curricular academics Leveled activities and projects help beginning and advanced students practice and reinforce skills An Annotated Teacher s Edition provides point of use instruction and helpful teaching strategies for all student skill levels This book covers Microsoft Office Exam objectives for Excel 2003 Specialist and Excel 2003 Expert      **Excel, Word, Powerpoint and Outlook** Shivprasad Koirala,2009

**Excel 2002, Advanced Functions. Answer Key [electronic Resource]** Gardonio, Stella,Logitell (Firm),2003

**Exam 77-420 Microsoft Excel 2013 WileyPlus Student Package** Microsoft Official Academic Course,2013-09-24

**iCheck Series, Microsoft Office Excel 2007, Real World Applications, Student Edition** McGraw Hill,2008-03-17

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