

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

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Answer Key ,2009* **Exam 77-420 Microsoft Excel 2013 Wileyplus/Blackboard Student Package**

MOAC,2013-10-17 *Excel, Word, Powerpoint and Outlook* Shivprasad Koirala,2009 **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

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