

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

| | |
|---|--|
| <p>Cells & Cell References</p> | <ul style="list-style-type: none"> • Cells are the smallest unit of worksheet data or information or worksheet <ul style="list-style-type: none"> – with adjacent cells • Address Bar in a worksheet • Relative cell types and absolute cell references <ul style="list-style-type: none"> – relative cell references – cell referencing • Cell references <ul style="list-style-type: none"> – cell references – given the address of a cell based on its location in the worksheet • Absolute cell <ul style="list-style-type: none"> – provide data in a worksheet – includes cell references • cell references <ul style="list-style-type: none"> – relative and absolute references |
| <p>Data Types</p> | <ul style="list-style-type: none"> • Text <ul style="list-style-type: none"> – includes – date and • Text can be entered in cells, formulas and • Numbers are numerical data which can be used to • Cells can store <ul style="list-style-type: none"> – numbers, but date and time values • Cells can be formatted with the appropriate category in the Home tab |

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