

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 _____ set of columns and rows are a worksheet – _____ cell reference using _____ • Relative cell _____ is a worksheet • Absolute cell type _____ and numbers • Cell references can be: <ul style="list-style-type: none"> – _____ referencing – _____ cell referencing – _____ cell references – _____ give the address of a cell based on its _____ in the worksheet • Absolute cell <ul style="list-style-type: none"> – provide _____ is 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 store date and time values • Cells can be formatted with the appropriate category in the _____ list

Microsoft Excel 2013 Unit Concepts Review Answers

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