

# 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 _____ set of columns and rows are a worksheet</li> <li>– _____ cell reference using _____</li> <li>• Relative cell _____ is a worksheet</li> <li>• Absolute cell type _____ and numbers</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>– provide _____ is a worksheet</li> <li>– includes _____ in the reference value</li> </ul> </li> <li>• _____ cell references             <ul style="list-style-type: none"> <li>– provide _____ 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 can be entered in cells, numbers, and _____</li> <li>• Numbers are numerical data which can be used to _____</li> <li>• Date and time are _____ formulas that store date and time values</li> <li>• Cells can be formatted with the appropriate category in the _____ list</li> </ul>   |

# Microsoft Excel 2013 Unit Concepts Review Answers

**Microsoft Official Academic Course**

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**Exam 77-421 Microsoft Excel 2013 Expert** Microsoft Official Academic Course, 2018-06-11      **Excel 2013, Basic Functions** Stella Gardonio, Naziha Rechoum, 2014      New Perspectives on Microsoft Excel 2013, Introductory June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey, Carol DesJardins, 2013-07-29 With proven pedagogy that emphasizes critical thinking problem solving and in depth coverage New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond Updated with all new case based tutorials New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real world situations making concepts relevant A new Troubleshoot case problem enhances critical thinking and a new tutorial on Managing Your Files helps students navigate Windows 8 As always New Perspectives improves learning outcomes and transference of skills by helping students understand why what they re learning is important Important Notice Media content referenced within the product description or the product text may not be available in the ebook version      **Microsoft Excel 2013 Introductory** ,      *New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition* Roy Ageloff, Patrick Carey, June Jamrich Parsons, Dan Oja, Carol DesJardins, 2015-04-08 Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series Updated with all new case based tutorials NEW PERSPECTIVES MICROSOFT EXCEL 2013 COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts A proven learning approach emphasizes critical thinking problem solving and in depth coverage A new Troubleshoot case problem enhances analytical skills while a new tutorial on Managing Your Files helps readers navigate Windows 8 Readers discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 emphasizes the value and application of what they are learning Important Notice Media content referenced within the product description or the product text may not be available in the ebook version      *New Perspectives on Microsoft Office Excel 2013* June Jamrich Parsons, Roy Ageloff, Dan Oja, Patrick Carey, Carol A. DesJardins, 2014 With proven pedagogy that emphasizes critical thinking problem solving and in depth coverage New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond Updated with all new case based tutorials New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real world situations making concepts relevant A new Troubleshoot case problem enhances critical thinking and a new tutorial on Managing Your Files helps students navigate Windows 8 As always New Perspectives improves learning outcomes and transference of skills by helping students understand why what they re learning is important Provided by publisher      CLAIT Advanced CiA Training (Firm), 2014      Microsoft Excel 2013 Nita Hewitt Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp, Ian Rutkosky, 2014 With Paradigm s new Benchmark Series Microsoft Excel 2013 Levels 1 and 2 students build mastery skills in the Excel 2013 application Its project based approach creates a realistic context for learning practical skills Key Features

Teaches key skills for using Windows 8 and Internet Explorer 10 Mentoring instructional style guides students step by step in creating formatting and maintaining Excel workbooks for numbers based data analysis Case study assessments of chapter and unit levels test students abilities to solve problems independently **Microsoft Excel 2013 Advanced Essentials**

Daniel Nicholson,2013 This workbook introduces more advanced uses of Microsoft Excel 2013 It includes practical tasks sample exercises and review questions Topics covered include advanced formula tasks working with named ranges using advanced functions resolving formula errors managing data outlining and grouping data working with scenarios using Solver analyzing data advanced PivotTable features and using PowerPivot and macros **New Perspectives on Microsoft Excel**

**2013, Brief** June Jamrich Parsons,Dan Oja,Roy Ageloff,Patrick Carey,Carol DesJardins,2013-05-13 With proven pedagogy that emphasizes critical thinking problem solving and in depth coverage New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond Updated with all new case based tutorials New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real world situations making concepts relevant A new Troubleshoot case problem enhances critical thinking and a new tutorial on Managing Your Files helps students navigate Windows 8 As always New Perspectives improves learning outcomes and transference of skills by helping students understand why what they re learning is important Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Excel 2013 For Dummies** Greg Harvey,2013

**Microsoft Excel 2013 with Practice Test and Exam Redemption Code** Microsoft Official Academic Course,2015-06-01 Succeeding in Business with Microsoft Excel 2013 Debra Gross, Frank Akaiwa, Karleen Nordquist,2014 *Exam 77-420 Microsoft Excel 2013 Mos Exam Redemption Code* Microsoft Official Academic Course,2013-07-22 **Skills for Success with Excel 2013 Comprehensive** Kris Townsend,Margo Chaney

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(*Comprehensive Instructor's edition*). June Jamrich Parsons,2013 **New CLAIT 2006 Unit 2 Creating Spreadsheets and Graphs Using Microsoft Excel 2013** CiA Training (Firm),2014 **Unit Standard 116940** ,2016 **Go! with Microsoft Excel 2013, Brief** Shelly Gaskin,Alicia Vargas,2014 Microsoft Excel 2013 Core Essentials, Exercise Workbook Daniel

Nicholson,2013 This workbook introduces the basics Microsoft Excel 2013 It includes practical tasks sample exercises and review questions Topics covered include using basic formulas and functions time saving tools like AutoFill AutoComplete AutoSum and the new Flash Fill PivotTables and PivotCharts workbook formatting techniques inserting objects like SmartArt charts and text boxes exporting a workbook as PDF or XPS and customizing the interface

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## **Table of Contents Microsoft Excel 2013 Unit Concepts Review Answers**

1. Understanding the eBook Microsoft Excel 2013 Unit Concepts Review Answers
  - The Rise of Digital Reading Microsoft Excel 2013 Unit Concepts Review Answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2013 Unit Concepts Review Answers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel 2013 Unit Concepts Review Answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2013 Unit Concepts Review Answers
  - Personalized Recommendations
  - Microsoft Excel 2013 Unit Concepts Review Answers User Reviews and Ratings

- Microsoft Excel 2013 Unit Concepts Review Answers and Bestseller Lists
- 5. Accessing Microsoft Excel 2013 Unit Concepts Review Answers Free and Paid eBooks
  - Microsoft Excel 2013 Unit Concepts Review Answers Public Domain eBooks
  - Microsoft Excel 2013 Unit Concepts Review Answers eBook Subscription Services
  - Microsoft Excel 2013 Unit Concepts Review Answers Budget-Friendly Options
- 6. Navigating Microsoft Excel 2013 Unit Concepts Review Answers eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Excel 2013 Unit Concepts Review Answers Compatibility with Devices
  - Microsoft Excel 2013 Unit Concepts Review Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel 2013 Unit Concepts Review Answers
  - Highlighting and Note-Taking Microsoft Excel 2013 Unit Concepts Review Answers
  - Interactive Elements Microsoft Excel 2013 Unit Concepts Review Answers
- 8. Staying Engaged with Microsoft Excel 2013 Unit Concepts Review Answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel 2013 Unit Concepts Review Answers
- 9. Balancing eBooks and Physical Books Microsoft Excel 2013 Unit Concepts Review Answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel 2013 Unit Concepts Review Answers
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel 2013 Unit Concepts Review Answers
  - Setting Reading Goals Microsoft Excel 2013 Unit Concepts Review Answers
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel 2013 Unit Concepts Review Answers
  - Fact-Checking eBook Content of Microsoft Excel 2013 Unit Concepts Review Answers
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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