

# 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: the _____ is a worksheet</li> <li>Absolute: cell type _____ and formulae</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>formulae: _____ is a worksheet</li> <li>reference: _____ is the reference value</li> </ul> </li> <li>_____ cell reference:                         <ul style="list-style-type: none"> <li>relative _____ 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 _____ formulae that return other formulae</li> <li>Cells can be formatted with the appropriate category in the _____ list</li> </ul>

# Microsoft Excel 20basics Answer Key

**Peter Gaeng**



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objective question with details explanation The Big Basics Book of Microsoft Office 97 Jennifer Fulton, Joe Kraynak, Sherry  
Kinkoph, 1997 Microsoft's flagship desktop application suite allows users to interact seamlessly over networks and now  
features many improvements over the previous version This book teaches the reader how to get to grips with it as quickly as  
possible **IC3 Basics for Office XP** Ambrose, 2002-12 The Seniors Guide to PC Basics Kristine Neville, Diane  
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Gaeng, 1993 Microsoft Excel is the premier Windows based spreadsheet and this book disk combination focuses on the power  
of Excel beyond the spreadsheet The book concentrates on the Analysis ToolPak in Excel and the special capabilities built  
into it for the professional working in science and technology related fields Includes a ready to use companion diskette

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oriented 90s consumers true value by giving them all the basic Excel for Windows 95 information and advice they need in a  
familiar visual format the same format in which they're already accustomed to getting do it yourself information on other  
difficult tasks Covers all key features answers the most asked questions and provides hands on examples *Microsoft Office  
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BASICS series provides a business simulation that can be used with Microsoft Office 2000 or XP Correlated to Core level  
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excellent companion to any Microsoft Office tutorial text **Microsoft Office 97 : Visual Solutions** Ruth  
Maran, MaranGraphics Inc, MaranGraphics Development Group, 1997 Microsoft Office XP William R. Pasewark, Sr.,  
William R. Pasewark, Jr., Carolyn Pasewark Denny, Scott G. Pasewark, Jan Pasewark Stogner, Frank M. Stogner, Beth  
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