



**LITTERA PUBLIC SCHOOL**

**COMPUTER**

**CLASS – 6**

**CHAPTER – 7**

**MS EXCEL : WORKING WITH DATA**

**Cell Reference** :- A cell reference in Excel refers to the value of a different cell or cell range on the current worksheet or a different worksheet within the spreadsheet. A cell reference can be used as a variable in a formula.

## **Types of Cell Reference**

**Cell Reference are of three types :-**

- 1. Relative Cell Reference**
- 2. Absolute Cell Reference**
- 3. Mixed Cell Reference**

### **Relative Cell Reference :-**

**Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number without any dollar (\$) sign. When you copy the formula from one cell to another the relative cell address changes depending on the relative position of column and row. C1, D2, E4, etc**

are examples of relative cell references. Relative references are used when we want to perform a similar operation on multiple cells and the formula must change according to the relative address of column and row.

### **Absolute Cell Reference :-**

Absolute reference is the cell reference in which the row and column are made constant by adding the dollar (\$) sign before the column name and row number. The absolute reference does not change as you copy the formula from one cell to other. If either the row or the column is made

**constant then it is known as a mixed reference. You can also press the F4 key to make any cell reference constant. \$A\$1, \$B\$3 are examples of absolute cell reference.**

**Mixed Cell Reference :- Mixed Reference is a type of Absolute reference in which either the column is made constant or the row is made constant. When we make any column or row constant then the column name or row number does not change as we copy the formula to other cell(s).**

**Data Sorting :-** Sorting is a feature in MS Excel that helps you organize data. You can sort a text column in alphabetical order (A-Z or Z-A). We can sort a numerical column from largest to smallest or smallest to largest. We can also sort a date and time column from oldest to newest or newest to oldest. Sorting in Excel can also be done by a custom list or by formats, such as cell color, font color, or icon set.

**Filtering Data :-** Filtering data in MS Excel refers to displaying only the rows that meet certain

**conditions. (The other rows gets hidden.) Using the store data, if you are interested in seeing data where Shoe Size is 36, then you can set filter to do this.**

**Table Styles :- Microsoft Excel tables are a way to organize complex data into rows and columns, making your information easy to understand. Table styles let users add color and change the font of their tables. If you don't want to use the default style options offered by Microsoft, the "New Table Style" link at the bottom of the "Table Style" options**

**menu allows you to build your own table style from scratch.**

### **Conditional formatting :-**

**Conditional formatting is used to change the appearance of cells in a range based on your specified conditions. The conditions are rules based on specified numerical values or matching text.**