**Coursera**

**“Work Smarter with Excel”**

**Datatypes in Excel:**

* Labels (Alpha numeric text)
* Values (1,2,3)
* Date and Time (1/1/2024 & 12:30PM)

**File Format:**

* Uses “.XML” file format
* Excel 365 is capable of reading files created from excel 97 to 2016 as well as newer versions.
* Other File-types:

Plaintext

OpenOffice.org documents

Data Output Files

**Info:** If workbook created in excel 2003 is opened in excel 365 then it will automatically open it using compatibility mode which can be seen on the title bar, next to the workbook name.

**Convert Old Workbook to New Version Workbook:**

You can also convert older versions of excel workbook to newer versions by converting, by going to the info in the file tab and press “Convert Compatibility”. After doing this, go to info in Inspect Workbook and press “Check for Compatibility