Excel > 700P Store, Organize, Analysis Visualization calculations Workbook Worksheets Column row 4 cell 4 Addrewing in a given cell Data types in Excel > Left aligned > 1) Textual -> Name, Address, Empld a Right Aligned 2) Numeric -> salary, Price, Age 3) Boolean - True/false 4) Date - Date & time

Joining Date
Resignation Date
Timestamp