MONASH University

FIT1013 Digital futures: IT for business - S2 2021

Started on	Monday, 9 August 2021, 4:15 PM
State	Finished
Completed on	Monday, 9 August 2021, 4:25 PM
Time taken	10 mins 2 secs
Grade	**10.00** out of 10.00 (**100**%)

Print friendly format

Question 1

Correct

Mark 1.00 out of 1.00

Which of the following is a valid table name?

Select one:

- a. %_table
- b. _Newtable ✔
- c. 2Table
- d. $Table2

The correct answer is: _Newtable

Question 2

Correct

Mark 1.00 out of 1.00

The ___ criteria filter requires the records displayed to be since January 1 of the current year to the current date.

Select one:

- a. Today
- b. Current
- c. none of the above
- d. Year to Date ✔

The correct answer is: Year to Date

Question 3

Correct

Mark 1.00 out of 1.00

Excel assigns the name ____ to the first Excel table created in a workbook.

Select one:

○ a.   1

○ b.   1Table

○ c.   NewTable

◉ d.   Table1 ✔

The correct answer is: Table1

Question **4**

Correct

Mark 1.00 out of 1.00

____ rows and columns lets you keep headings on the screen as you work with the data in a large worksheet.

Select one:

◉ a.   Freezing ✔

○ b.   Sealing

○ c.   Showing

○ d.   Hiding

The correct answer is: Freezing

Question **5**

Correct

Mark 1.00 out of 1.00

A table name cannot include ____.

Select one:

○ a.   numbers

○ b.   letters

○ c.   underscores

◉ d.   spaces ✔

The correct answer is: spaces

Question **6**

Correct

Mark 1.00 out of 1.00

____ order arranges labels in reverse alphabetical order, from Z to A.

Select one:

◉ a.   Descending ✔

○ b.   Major

- c. Ascending
- d. Reverse

The correct answer is: Descending

You can display or hide filter arrows for an Excel table by using the Filter button in the Sort & Filter group on the ___ tab.

Select one:
- a. CATEGORY
- b. VIEW
- c. HOME
- d. DATA ✔

The correct answer is: DATA

To add a sort field in the Sort dialog box, click the ___ button.

Select one:
- a. Add Level ✔
- b. New Sort Field
- c. New Level
- d. Add Field

The correct answer is: Add Level

In Excel, a table is a range of related data that is managed independently from the data in other ___ in the worksheet.

Select one:
- a. rows and columns ✔
- b. rows and headers
- c. grids and columns
- d. footers and grids

The correct answer is: rows and columns

Correct

Mark 1.00 out of 1.00

The fields you use to order your data are called sort ____.

Select one:

○ a. values

◉ b. fields ✔

○ c. tools

○ d. tags

The correct answer is: fields

Jump to...