1. Which of the following is a valid table name?
2. %\_table
3. **\_Newtable**
4. 2Table
5. $Table2

Table names must start with a letter or an underscore.

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

Year to Date (YTD): the period of time beginning the first day of the current calendar year or fiscal year up to the current date.

1. Excel assigns the name **Table1** to the first Excel table created in a workbook.
2. **Freezing** rows and columns lets you keep headings on the screen as you work with the data in a large worksheet.

Graphical user interface, application, Word

Description automatically generated

1. A table name cannot include **spaces**.
2. **Descending** order arranges labels in reverse alphabetic order, from Z to A.
3. You can display or hide filter arrows for an Excel table by using the Filter button in the Sort & Filter group on the **Data** tab.

With filter on

Graphical user interface, application, Word

Description automatically generated

With filter offGraphical user interface, application, Word

Description automatically generated

1. To add a sort field in the Sort dialog box, click the **Add Level** button.

Graphical user interface, text, application, email

Description automatically generated

1. In Excel, a table is a range of related data that is managed independently from the data in other **rows and columns** in the worksheet.
2. The fields you use to order your data are called sort **fields**.