✓ **Congratulations! You passed!**

Grade received 100%   **To pass** 80% or higher

Test your knowledge on sorting and filtering

Total points 4

1. What is the process for arranging data into a meaningful order to make it easier to understand, analyze, and visualize?

1 / 1 point

○ Prioritizing

◉ Sorting

○ Reframing

○ Filtering

✓ **Correct**
Sorting is the process for arranging data into a meaningful order to make it easier to understand, analyze, and visualize.

2. A data analyst is reviewing a national database of real estate sales. They are only interested in sales of condominiums. How can the analyst narrow their scope?

1 / 1 point

◉ Filter out non-condominium sales

○ Filter out condominium sales

○ Sort by non-condominium sales

○ Sort by condominium sales

✓ **Correct**
The analyst can narrow their scope by filtering out non-condominium sales. This will enable them to view only the data on condominium sales.

3. A data analyst works for a rental car company. They have a spreadsheet that lists car ID numbers and the dates cars were returned. How can they sort the spreadsheet to find the most recently returned cars?

1 / 1 point

○ By return date, in ascending order

○ By car numerical ID, in ascending order

○ By car numerical ID, in descending order

○ By return date, in descending order

4. Fill in the blank: To keep a header row at the top of a spreadsheet, highlight the row and select _____ from the View menu.

1 / 1 point

○ Set

◉ Freeze

○ Lock

○ Pin