

✔ **Congratulations! You passed!**

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

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Test your knowledge on working with spreadsheets

Total points 3

1. When giving a spreadsheet a title, what are some best practices to follow? Select all that apply.

1 / 1 point

☒ Titles should be clear

✔ **Correct**

Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

☒ Titles should be short

✔ **Correct**

Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

☐ Titles should be in ALL CAPS

☒ Titles should state what the data in the spreadsheet is about

✔ **Correct**

Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

2. Fill in the blank: Data analysts can use ____ to highlight the area around cells in order to see spreadsheet data more clearly.

1 / 1 point

☒ borders

☐ italics

☐ pivot tables

☐ filters

✔ **Correct**

Data analysts use borders to highlight the area around cells in order to see spreadsheet data more clearly.

3. Within a spreadsheet, data analysts use which tools to save time and effort by automating commands? Select all that apply.

1 / 1 point

☒ Functions

 **Correct**

Data analysts use formulas and functions to save time and effort by automating commands.

☐ Filters

☒ Formulas

 **Correct**

Data analysts use formulas and functions to save time and effort by automating commands.

☐ Tables