✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE
100%

Working with formulas and functions

LATEST SUBMISSION GRADE

100%

1. **To import data into your sheet, you can (select all that apply):**   `1 / 1 point`

☑ Upload a file from your desktop.

> ✓ **Correct**

☐ Use the data function to import the desired information.

☑ Copy from another spreadsheet.

> ✓ **Correct**

☑ Upload data from the Web.

> ✓ **Correct**

2. **All formulas in Google Sheets begin with the following symbol:**   `1 / 1 point`

○ +

○ %

◉ =

○ *

> ✓ **Correct**

3. **You can calculate a quick sum in your sheet by:**   `1 / 1 point`

○ Creating a pivot table.

○ Making a bar chart.

◉ Highlighting a row or column.

> ✓ **Correct**

4. **Both filters and filter views help you analyze a set of data in a spreadsheet. The difference between filters and filter views:**   `1 / 1 point`

◉ Filters can be useful if you want everyone viewing your spreadsheet to see a specific filter when they open it. Filter views only affect you as the viewer.

○ Filters and filter views are private and cannot be shared.

○ Filters and filter views can be both private and public, depending if users have been granted edit, copy or view only.

> ✓ **Correct**

5. **The IF function helps to create:**   `1 / 1 point`

◉ A rule that calls out relevant data based on your parameters.

○ An exception that hides certain data.

○ A series of calculation scenarios within one cell.

> ✓ **Correct**