



✓ **Congratulations! You passed!**

TO PASS 80% or higher

Keep Learning

GRADE  
100%

## Collaborating in Sheets

LATEST SUBMISSION GRADE

100%

1. Select which of the following information you can find in the Activity Dashboard (select all that apply):

1 / 1 point

☒ Who looked at the sheet most recently.

✓ Correct

☒ Who made the most recent edits to the sheet.

✓ Correct

☐ Who has made the most changes to a sheet.

☒ Who made comments on the sheet.

✓ Correct

2. The person who owns a spreadsheet your group is using is leaving the team. You want to make sure someone gets notifications when new comments are added to it. What's the best way to do this?

1 / 1 point

☐ Give everyone on the team "Edit" access.

☐ Give everyone on the team "Comment" access.

☒ Have the person who is leaving transfer ownership of the spreadsheet to someone else.

✓ Correct

3. If you want to share a spreadsheet with anyone, you can (select all that apply):

1 / 1 point

☒ Send them a link to the spreadsheet.

✓ Correct

☐ Add their name directly in a cell.

☒ Share from within the sheet.

✓ Correct

☒ Add a comment with their email address.

✓ Correct

4. If you want to restrict people from entering invalid data, you could:

1 / 1 point

☐ Use the chat function to send an error message.

☒ Apply data validation to your spreadsheet.

☐ Check the Activity Dashboard to see who has added invalid data.

☐ Add a filter view

✓ Correct

5. If you'd like to share a spreadsheet with a collaborator, but don't want them to be able to edit a certain section, you can:

1 / 1 point

☐ Record a macro to prevent incorrect data input

- ☐ Need to move to protect sheet cell input
- ☒ Protect the sheet as well as specific data ranges.
- ☐ Change collaborator access from "comment" to "edit."

✓ Correct