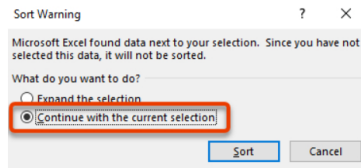**Your grade: 100%**

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →]

1. You have clicked on the Sort button and the following message appears. If you select the highlighted choice, what will happen?

   1 / 1 point

   ○ The whole block of data will be Sorted using the Column you have highlighted as the key.

   ⦿ Excel will only Sort the data that you have selected.

   ○ Excel will use the column that you have highlighted as the key to the Sort.

   ⊘ **Correct**
   Correct! Selecting the Continue with the current selection choice, would only Sort the highlighted data, leaving the data in the other Columns unchanged. This will result in the data being misaligned.

2. Why is this highlighted check box in the Sort dialog so important?

   1 / 1 point
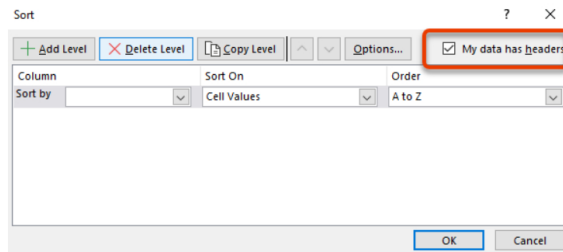
   ⦿ Without this ticked, Excel will Sort the headings with all the other rows.

   ○ Without this ticked, Excel will not know what kind of Sort to perform.

   ○ Excel uses this to decide on the dimensions of the block of data.

   ⊘ **Correct**
   Correct! When this box is ticked, Excel assumes that the top row of the block of data contains headings. It will leave that Row in its original position and will not include it in the Sort.

3. When you open a file sent by a colleague, you notice that the row numbers on the left-hand side are in blue. What does this mean?

   1 / 1 point
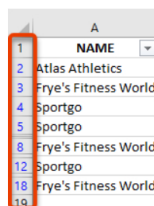
   ⦿ That the data has been Filtered

   ○ That there are hidden Columns in the data

   ○ That the data has been Sorted

   ⊘ **Correct**
   Correct! If a File is saved while a Filter is in place, the data will still have hidden Rows the next time that the File is opened. Blue Row numbers are important because they indicate that you are not seeing all available Rows in the data.

4. You have a block of data that contains a list of addresses in one Column. You would like to Filter the data based on a particular location, which would be a part of the address. What is the quickest way to Filter so that you only see the Rows where that area is mentioned in the address?
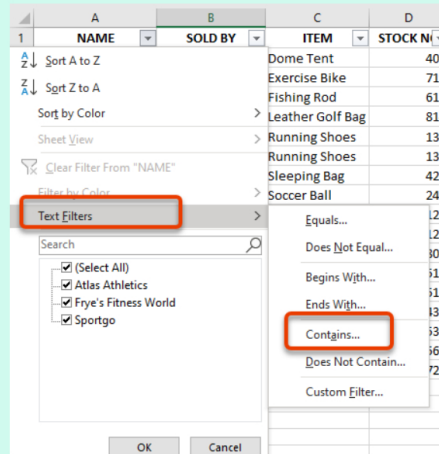
   1 / 1 point

   ⦿ Use the Text Filters option on the drop-down Filter list.

   ○ Use the drop-down Filter list and remove the tick mark for any address that is not in the correct area.

○ Sort the data by location first and then use the Filter option.

✓ **Correct**

Correct! The Text Filters sub-menu has a Contains option, which would allow you to Filter on a portion of the address.
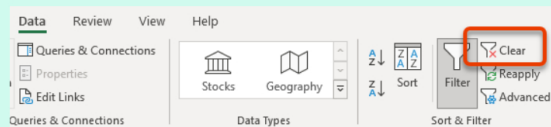

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5. When you open a File, you realize that there are several Filters in place, so you are not seeing all the rows in the data. How can you clear the Filters? Select all options that apply.

1 / 1 point
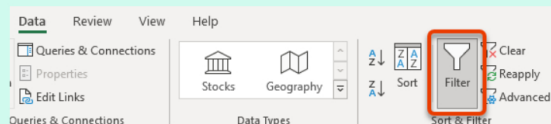
☑ Use the Clear command in the Data Tab.

✓ **Correct**

Correct! In the Sort and Filter group on the Data Tab there is a Clear command, which clears all Filters at the same time.
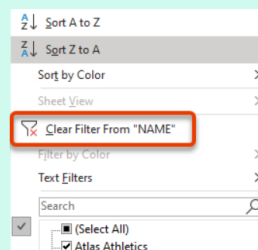

☑ Turn off the Filter feature.

✓ **Correct**

Correct! Turning off the Filter arrows will automatically reveal all the Rows in the data.

☑ Click on each Filter drop-down arrow and use the Clear Filter option.

✓ **Correct**

Correct! This will clear all the Filters one-by-one.

☐ Right click and choose "Clear All" on the Shortcut Menu.