# Section 1: INTRODUCTION

1. What is a Pivot Table?
   1. A static table
   2. A table that can only be used to filter and sort data.
   3. **A dynamic table with pivoting fields.**
   4. None of the above.
2. Why are Pivot Tables useful?
   1. They help is analyse data and make better business decisions.
   2. Pivot data can be used to create Pivot Charts to showcase data visually.
   3. We can use Pivot Tables to create interactive dashboards to present KPI’s, trends and key metrics.
   4. **All of the above**

# Section 2: PREPARING DATA FOR ANALYSIS

1. Which Excel formula removes erroneous spaces from a string.
   1. =PROPER
   2. **=TRIM**
   3. =CONCAT
   4. =LOWER
2. Which if the following can be used to split data across columns?
   1. =CONCAT
   2. =CONCATENATE
   3. **Flash Fill**
   4. Merge Cells

# Section 3: the importance of excel tables

1. Excel tables have auto-expand capabilities and will accommodate any new data added to them.
   1. **TRUE**
   2. FALSE
2. To quickly create an Excel table, which keyboard shortcut can we use?
   1. **CTRL+t**
   2. CTRL+h.
   3. CTRL+SHIFT+c
   4. CTRL+r

# Section 4: Creating a basic pivot table report

1. If the Pivot Table pane on the right-hand side disappears, which button should we click to turn it back on?
   1. Format Table
   2. Expand Group
   3. Field Headers
   4. **Field List**
2. It is NOT possible to add the same Pivot Table field to the same Pivot Table area.
   1. TRUE
   2. **FALSE**

# Section 5: aggregation and grouping

1. To show the number of orders in the Pivot Table, what method of aggregation should be used?
   1. SUM
   2. **COUNT**
   3. MIN
   4. MAX
2. Which function key do we press to edit the name of a group?
   1. F1
   2. **F2**
   3. F3
   4. F4

# Section 6: formatting values

1. Which of the following is NOT true of Accounting number format.
   1. We can define the number of decimal places.
   2. We can choose the currency symbol
   3. **The currency symbol will show next to the values.**
   4. The decimal places will be lined up.
2. Which button on the ribbon do we click to setup how we handle cells with zero values.
   1. Number Formatting
   2. **Options**
   3. Fields, Values and Sets.
   4. Calculated Item.

# Section 7: layout options

1. By default, where will subtotals show?
   1. They will not show.
   2. **Top of the group.**
   3. Bottom of the group.
   4. Next to the group.
2. Which report layout view shows grouped data in its own column?
   1. Compact
   2. **Tabular**
   3. Outline
   4. Blank

# Section 8: formatting pivot tables

1. To modify an existing Pivot Table style, we need to duplicate the style first.
   1. **Yes**
   2. No
2. Any custom Pivot Table style we create will automatically be available in any new workbooks we create.
   1. TRUE
   2. **FALSE**.

# Section 9: sorting and filtering

1. Which symbol denotes that a filter has been applied to a column?
   1. Down Arrow
   2. Up Arrow.
   3. Triangle.
   4. **Funnel**.
2. It is possible to manually sort data in a column by dragging the cells into the correct position.
   1. **TRUE**
   2. FALSE

# Section 10: creating pivot charts

1. Which Pivot Chart is best for display time-based data?
   1. **Line Chart**
   2. Column Chart
   3. Pie Chart
   4. Map Chart
2. What needs to be done to Pivot Table data prior to creating a map chart?
   1. Cleaned
   2. Sorted**.**
   3. **Removed from the Pivot Table.**
   4. Filtered

# Section 11: filtering data with slicers and timelines

1. Timeline slicers will only pick up what type of field?
   1. **Date**
   2. Text
   3. Number
   4. Currency
2. When connecting a slicer to multiple Pivot Charts, we need to select Report Connections.
   1. **TRUE**
   2. FALSE**.**

# Section 12: applying conditional formatting

1. If you choose the 4-icon, icon set, Excel will divide the values in your Pivot Table in to blocks of 33%.
   1. TRUE
   2. **FALSE**
2. When using Data bars, it is possible to display just the bar and not the value in the cell.
   1. **TRUE**
   2. FALSE**.**

# Section 13: Updating pivot tables and pivot charts

1. In order to update data with one-click, our source data must be contained within a what?
   1. Text box.
   2. **Excel table.**
   3. Pivot Table
   4. Form
2. When copying new data into the original data set, what keyboard shortcut do we use to select all data.
   1. **CTRL+a**
   2. CTRL+t
   3. CTRL+s
   4. CTRL+e