

Manage data using Google Sheets

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Graded Assignment • 6 min

**Due** Dec 19, 11:59 PM IST

Your grade: 100%

Your latest: **100%** • Your highest: **100%**

To pass you need at least 50%. We keep your highest score.

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1. On the Rise partner owner Thomas Omar is reviewing a Google Sheet named “On the Rise Monthly Sales Figures.” He’d like to better analyze the data by filtering the data. What does he need to do?

1 / 1 point

- ☐ Open the **Data** menu, select **Sort cells**, then select **Create a filter**
- ☐ Select the **Filter** menu, choose a range of cells, then select **Create a filter**.
- ☒ Select one or more cells, open the **Data** menu, then select **Create a filter**

Correct

Correct

2. Now, Thomas wants to add some data to the Sheet. What are some of his options? Select all that apply.

1 / 1 point

- ☒ Import it from a Microsoft Excel file

Correct

Correct

- ☒ Manually add the data

Correct

Correct

- ☒ Paste it from within the same Google Sheet

Correct