

1. According to the video checklist, what should you remove before making a Pivot Table?

1 / 1 point

- ☐ Date fields
- ☐ Value fields
- ☐ Row labels
- ☒ Blank rows, columns, and cells

✓ **Correct**

According to the video checklist, you should remove blank rows, columns, and cells before making a Pivot Table

2. What is automatically added after formatting data as a table?

1 / 1 point

- ☐ Column headers
- ☒ Filter drop-downs at top of columns
- ☐ Data bars
- ☐ Alternate light/dark rows

✓ **Correct**

Filter drop-downs are automatically added at the top of each column after you format your data as a table

3. After creating a pivot table and selecting it, what pane appears to the right of the pivot table?

1 / 1 point

- ☐ Additional pivot table examples
- ☐ The PivotTable Properties pane
- ☒ The PivotTable Fields pane
- ☐ The PivotTable Metadata pane

✓ **Correct**

The PivotTable Fields pane appears on the right of a pivot table after you create and select one

4. What do Timelines provide in pivot tables?

1 / 1 point

- ☐ Sets the pivot table to an earlier view
- ☒ Lets you filter specifically on date-related data
- ☐ Previews views of different filters
- ☐ Provides details of all actions performed during a given period

✓ **Correct**

Timelines in a pivot table enable you to filter specifically on date-related data

5. What is one way to remove a slicer or timeline?

1 / 1 point

- ☒ Right-click it and select cut
- ☐ Remove all filters from pivot table
- ☐ Create a new one
- ☐ Press CTRL+Z

✓ **Correct**

This is one way to remove a slicer or timeline