

1. If you have multiple filters set, how can you clear all of them at once?

1 / 1 point

- ☐ Refresh the column
- ☐ You must clear each filter separately
- ☐ Turn sorting off
- ☒ Data tab > Sort & Filter group > Clear

✓ **Correct**

If you have multiple filters set, and you want to clear all of them at once, then on the Data tab, in the Sort & Filter group, press Clear

2. After enabling Filtering, where can you see and access the filter controls?

1 / 1 point

- ☐ You must manually select data for filtering
- ☐ Each row has filter controls
- ☒ Each column header now has a filter control
- ☐ Only selected cells have filter controls

✓ **Correct**

After you enable filtering, each column header will have a filter control, and this is where you can see and access the filter controls

3. The IF function applies to one or two conditions, but what if you need to apply multiple conditions?

1 / 1 point

- ☒ Use the nesting capabilities of the IF function
- ☐ Use the IF-Then function
- ☐ Use the IFor function
- ☐ Use separate IF functions

✓ **Correct**

if you need to apply multiple conditions, you can use the nesting capabilities of the IF function

4. When you use nested functions, what is required for each of the functions?

1 / 1 point

- ☒ A set of parentheses for each function
- ☐ =IF to begin each function
- ☐ Semi-colon between each function
- ☐ Each function must be alphabetically ordered

✓ **Correct**

When you use nested functions, a set of parantheses are required for each of the functions

5. The difference between HLOOKUP, VLOOKUP, and XLOOKUP is how they look for data. How does each look for data?

1 / 1 point

- ☐ HLOOKUP = in all directions  
VLOOKUP = by column  
XLOOKUP = by row
- ☒ HLOOKUP = by column  
VLOOKUP = by row  
XLOOKUP = in all directions
- ☐ HLOOKUP = by row  
VLOOKUP = by column  
XLOOKUP = all directions
- ☐ HLOOKUP = by row  
VLOOKUP = in all directions  
XLOOKUP = by column

✓ **Correct**

This is how each function looks for data