

1. Before creating a pivot table, how should you format your data?

1 / 1 point

- ☐ Conditional formatting
- ☒ As a table
- ☐ Sort & filter
- ☐ Cell size



Correct

Before creating a pivot table, you should format your data as a table

2. How can you add more filters to the pivot table?

1 / 1 point

- ☐ use a function
- ☐ first add filters to the original table data
- ☒ drag a field to the Filters area of the PivotTable Fields pane
- ☐ use a formula



Correct

You can drag fields into the Filters area of the PivotTable Fields pane to add more filters to a pivot table

3. What must you do first before adding another slicer to a pivot table?

1 / 1 point

- ☒ select a cell in the pivot table
- ☐ remove all current filters from the pivot table
- ☐ add additional fields to the pivot table
- ☐ remove all existing slicers from the pivot table



Correct

You select a cell in the pivot table first before adding another slicer to a pivot table

4. What do timelines provide in pivot tables?

1 / 1 point

- ☐ provides details of all actions performed during a given period
- ☐ previews views of different filters
- ☒ lets you filter specifically on date-related data
- ☐ sets the pivot table to an earlier view



Correct

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