

1. Which of the following are valid sorting orders you can choose when adding sorting levels to your data? **Select all that apply.**

1 / 1 point

☒ Z to A

☒ **Correct**

This is a valid sorting order when adding sorting levels to your data. Depending on which data you are sorting, you can choose from A to Z, Z to A, Newest to Oldest, Oldest to Newest, Smallest to Largest, and Largest to Smallest

☒ Smallest to Largest

☒ **Correct**

This is a valid sorting order when adding sorting levels to your data. Depending on which data you are sorting, you can choose from A to Z, Z to A, Newest to Oldest, Oldest to Newest, Smallest to Largest, and Largest to Smallest

☒ Oldest to Newest

☒ **Correct**

This is a valid sorting order when adding sorting levels to your data. Depending on which data you are sorting, you can choose from A to Z, Z to A, Newest to Oldest, Oldest to Newest, Smallest to Largest, and Largest to Smallest

☐ Youngest to Oldest

2. After filtering a column and getting the results, in which two ways can you return to showing all the data in a column? **Select two answers.**

1 / 1 point

☐ refresh the worksheet

☒ turn filtering off

☒ **Correct**

Turning filtering off will enable you to return to showing all the data in the column

☒ clear the filter

☒ **Correct**

Clearing the filter will enable you to return to showing all the data in the column

☐ refresh the column

3. What do custom filters provide that AutoFilters don't?

1 / 1 point

- ☐ display more data
- ☒ filter a column to see only above or below a certain value
- ☐ associate a formula with the filter control
- ☐ set multiple filters at the same time

✓ **Correct**

Custom filters provide this capability, but AutoFilters don't

4. According to the video 'Useful Functions for Data Analysis', what is one of the most common functions a Data Analyst might use?

1 / 1 point

- ☐ Randbetween
- ☒ Countif
- ☐ Int
- ☐ Average

✓ **Correct**

According to the video, this is one of the most common functions a Data Analyst might use

5. What does VLOOKUP stand for?

1 / 1 point

- ☐ Volume Lookup
- ☐ Variable Lookup
- ☒ Vertical Lookup
- ☐ Virtual Lookup

✓ **Correct**

VLOOKUP does stand for Vertical Lookup