Excel Sort and Filter Data Test

	A	B	C	D	H	I	J	K
1	Name:	Surname:	Score	Class 1	Counsellor	Group	Study Group	Date Paid
2	Amber	Smith	196	COM102	Smith	32A	STA45	04-Feb
3	Caryn	Brown	314	COM102	Smith	30B	STA45	03-Dec
4	Casey	Grant	235	ANT2365	Smith	32B	STA55	13-Mar
5	Colin	Lamb	86	ANT2365	Smith	32A	STA55	22-Apr
6	Graham	Clark	310	COM102	Lane	30B	STA45	15-Oct
7	Jan	Graham	306	COM102	Lane	30B	STA55	01-Mar
8	Janey	Archford	186	COM102	Lane	32B	STA55	02-Jan
9	Julian	Gray	156	ANT2365	Smith	32B	STA55	15-May
10	Kyle	Camber	203	ANT2365	Lane	30B	STA45	01-Jan
11	Lenora	Marks	110	ANT2365	Smith	32A	STA55	19-Jun
12	Macie	Cole	214	ANT2365	Lane	32A	STA45	22-Jan
13	Parker	Drumford	102	ANT2365	Smith	32B	STA45	13-Feb
14	Percey	Lovell	126	ANT2365	Smith	32A	STA55	18-Feb
15	Peter	Norbit	116	COM102	Smith	32A	STA45	22-Apr
16	Shawn	Harpit	318	COM102	Lane	30B	STA45	19-May

1) **Study the screenshot above. James' manager wants him to reorganize this sheet into date order using the *Date Paid* column. Which option below will allow him to do this quickly?**

☒ a) James can use the Cut and Paste function to reorganize the data into date order.

☒ b) James can use the Filter function to organize the data into date order.

☒ c) James can use the Order function to organize the data into date order.

☒ d) James can use the Sort function to organize the data into date order.

2) **James' manager asked him to sort the surnames in the list (see screenshot above question 1 above) in *descending* order. What does this mean?**

☒ a) The surnames must be sorted from A to Z.

☒ b) The surnames must be sorted from Z to A.

☒ c) The surnames must be sorted from the earliest to the latest that has been added to the list.

☒ d) All of the options listed above are correct.

3) **James' manager wants him to sort the list (see screenshot above question 1 above) by Counsellor and then by Surname. How can James do this?**

☒ a) It is not possible. James' manager must select one criteria to sort the list by.

☒ b) James can first click in the Counsellor column and sort it; and then click in the Surname column and sort it separately.

☒ c) James can click on the Sort button and add Counsellor as the first level and Surname as the second level to sort.

☒ d) James must use both the sort function and the filter function together to achieve this.

4) **It Is important to fill in the criteria required for each level in the Sort dialogue box correctly. To sort a column containing surnames alphabetically, the *Sort On* box must be set to:**

☒ a) Values

☒ b) Numbers

☒ c) Alphabetical

☒ d) Surnames

Name:	Surname:	Score	Class 1	Counsellor	Group	Group	Date Paid
Amber	Smith	196	COM102	Smith	32A	STA45	04-Feb
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Casey	Grant	235	ANT2365	Smith	32B	STA55	13-Mar
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Name:	Surname:	Score	Class 1	Counsellor	Group	Study Group	Date Paid
Parker	Drumford	102	ANT2365	Smith	32B	STA45	13-Feb
Percey	Lovell	126	ANT2365	Smith	32A	STA55	18-Feb
Peter	Norbit	116	COM102	Smith	32A	STA45	22-Apr
Shawn	Harpit	318	COM102	Lane	30B	STA45	19-May

5) **Study the screenshot above. James applied a Sort to this worksheet, sorting alphabetically in ascending order according to Name, but for some reason the column titles have all moved. Why did this happen?**

☒ a) James selected the header row before he pressed the Sort button and it was included.

☒ b) James did not format the header row correctly to ensure it is separate from the rest of the data.

☒ c) James did not tick the box *My Data has Headers* in the Sort dialogue box.

☒ d) James did not highlight the header row and tick the box *My Data has Headers* before sorting.

6) **Laura has a list of the SAT scores of over a thousand students. She needs to write to the top 10 students but exclude students that come from specific schools. How can she quickly get this list together?**

☒ a) Laura can add two levels to Sort by, first sorting by score and then sorting by school.

☒ b) Laura can use the Find function to find all the students who attended each school and their score.

☒ c) Laura can Sort the scores, cut and paste it into a new sheet and then use the Sort function again to organize them by school.

☒ d) Laura can apply a Filter for the top 10 students and a Filter for which schools to exclude from the results.

7) **What is the quickest way to remove all the Filters that have been applied to a worksheet?**

☒ a) Click on each filter and select *Clear Filter*.

☒ b) Click on the Filter button in the Sort & Filter group.

☒ c) Select the worksheet and then click on *Clear Filter*.

☒ d) None of the options listed above are correct.

Name:		Surname:	Sco	Class :	Counsellor
Parker		Drumford	102	ANT2365	Smith
Casey		Grant	235	ANT2365	Smith
Colin		Lamb	86	ANT2365	Smith
Percey		Lovell	126	ANT2365	Smith
Lenora		Marks	110	ANT2365	Smith
Caryn		Brown	314	COM102	Smith
Peter		Norbit	116	COM102	Smith
Amber		Smith	196	COM102	Smith

8) Study the worksheet above. Laura is having a crisis. For some reason she cannot find a number of students that she knows for a fact she has entered their data on to the worksheet. She has not deleted anything. Where has her data gone?

☒ a) There are at least two filters that have been applied. These filters could be excluding the data she is missing.

☒ b) There are at least six filters that have been applied. These filters could be excluding the data she is missing.

☒ c) There are no filters applied. She may have deleted the data she is missing by mistake.

☒ d) None of the options listed above are correct.

9) Which of the following is not a valid Filter argument?

☒ a) Does not equal

☒ b) This Quarter

☒ c) Filter by Cell Color

☒ d) All of the above are valid Filter arguments.

10) Where would you find the *Add Level* and *Delete Level* buttons?

☒ a) These are located in the Filter options list.

☒ b) These are located in the Sort & Filter group.

☒ c) These are located in the Sort dialogue box.

☒ d) These are located in the Custom Filter dialogue box.