

- **Excel Basics for Data Analysis**
- **Introduction to Spreadsheets for Data Analysis**

- **Course Introduction**
- **Video 2 min**

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- Do you want to learn how to use spreadsheets and start analyzing data using Excel? This course from IBM is designed to help you work with Excel and gives you a good grounding in the cleaning and analyzing of data which are important parts of the skill set required to become a data analyst

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- **Introduction to Spreadsheets**
- **Video 5 min**

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- In this first video of the course, we will list some of the common spreadsheet applications available, learn about the key capabilities of spreadsheets, and

discuss why spreadsheets might be a useful tool for a Data Analyst

- In the next video, we will look at the basics of spreadsheets, including common spreadsheet terminology.
- **Spreadsheet Basics Part 1**
- **Video 5 min**

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- Now that we have a basic understanding of what spreadsheet software is available, and why spreadsheets might be a useful tool for a Data Analyst, let's get started on looking at some of the basics of using a spreadsheet application. In these videos we will be using the full 'desktop' version of Excel, but the majority of the tasks that we will perform can also be done using Excel 'on the web', also known as Excel Online, and other spreadsheet applications such as Google Sheets

- In this video, we learned about some of the basic terminology of spreadsheet elements. In the next video, we will discuss how to navigate around a spreadsheet, how to use the ribbon and menus, and how to select data.

- **Spreadsheet basics Part 2**
- **Video 6 min**

- Now that we have a basic understanding of the main elements that make up a worksheet, let's see how to move around a spreadsheet, get familiar with the ribbon and menus, and learn how to select data in a worksheet
- In the next video, we will discuss how to enter data, how to copy and paste data, and how to format data in a spreadsheet.
- Excel Keyboard shortcuts**
- Reading**
- PDF**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Reading%20-%20Excel%20Keyboard%20Shortcuts/instructions.md.html?origin=www.coursera.org>
- Hands On Lab 1 : Access to Environment**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%201%20-%20Access%20to%20the%20environment%20-%20Excel%20for%20the%20web/instructions.md.html?origin=www.coursera.org>
- Hands-on Lab 2: Spreadsheet Basics**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%202%20-%20Spreadsheet%20basics/instructions.md.html?origin=www.coursera.org>
- (
- In this video, we will listen to several data professionals discuss the advantages and limitations of using spreadsheets as a tool for data analysis
- Summary and Highlights**
- There are several spreadsheet applications available in the marketplace; the most commonly used and fully-featured spreadsheet application is Microsoft Excel.

- Spreadsheets provide several advantages over manual calculation methods and they help you keep data organized and easily accessible.
- As a Data Analyst, you can use spreadsheets as a tool for your data analysis tasks.
- There are several elements that make up a workbook in a spreadsheet application.
- The ribbon provides access to all the features and tools required to view, enter, edit, manipulate, clean, and analyze data in Excel.
- There are several ways to navigate around a worksheet and workbook in Excel.
- **Practice Quiz**

According to the video, on the Excel Home tab what groups are listed?

Font, Alignment, Number, Styles

Table, Illustrations, Add-ins, Charts

Font, Paragraph, Styles, Editing

Tools, Pens, Convert, Replay



**Correct**

The Font, Alignment, Number and Styles groups are located on the Home tab in the Excel ribbon.

## Graded Quiz

3.Which of the following Excel keyboard shortcuts could be used to find how many rows of data you have in a worksheet, assuming you have no empty rows in your data? **Select all that apply.**

1 / 1 point

CTRL+End

CTRL+Up

CTRL+Home

CTRL+Down

- **Week 2**
- **Getting Started Using Spreadsheets**
- **Viewing , Entering and Editing Data**
- Video 5 min

- **Copying , Filling and Formatting Cells and Data**
- Video 7 min

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- Now that you have learned basic spreadsheet terminology and learned how to navigate your way around worksheets and select data in Excel, it's now time to start entering some data. First, we will look at some of the handy viewing features provided in Excel, and then we'll enter some data, and then edit that data.
- In this video, we learned about some of the viewing options in Excel, and we learned how to enter and edit data in cells.
- In the next video, we will learn how to copy and fill data, and how to format the cells and data in a worksheet.

- (
- Now that we have learned about some of the handy viewing features provided in Excel, and entered and edited some data, let's discuss how to move, copy, and fill data, and how to format cells and data to suit our needs. The first thing we are going to discuss is how to move data
- In this video, we learned how to move, copy, and fill data, and how to format cells and cell data to suit our needs. In the next video, we will look at the basics of formulas, learn how to perform simple calculations, and learn how to select ranges and copy formulas.

- **Hands on Lab 3 : Entering and Formatting Data**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%203%20-%20Entering%20and%20Formatting%20Data/instructions.md.html?origin=www.coursera.org>
- **The Basics of formulas**
- Video 7 min

functions used by Data Analysts and discover some more advanced functions.

- **Intro to functions**
- Video 5 min

- Now that we have learned how to move, copy, and fill data, and how to format cells and data, next we will take a look at the basics of formulas, including some basic calculations, selecting ranges in formulas, and how to copy formulas.
- In this video, we learned about the basics of formulas, how to perform simple calculations, how to select ranges in formulas, and how to copy formulas. In the next video, we will look at how to use some of the common
- Now that you have learned about the basics of formulas, learned how to perform some basic calculations, and how to select ranges and copy formulas, next we will have an introduction to functions, including using some common statistical functions. And then we will learn about some more advanced functions that a Data Analyst might also use.
- In this video, we learned about the basics of functions, how to use some of the more common functions that a Data Analyst might employ, and looked at some of the more advanced functions available in Excel. In

the next video, we will look at referencing data in formulas; specifically differentiating between relative and absolute references, and error handling in formulas.

- **Referencing Data in formulas**
- Video 9 min

- Now that you've had an introduction to functions, seeing the use of some common statistical functions and learned about some of the more advanced functions that a data analyst might use, in this video will look at the difference between relative, absolute, and mixed references in formulas as well as how to use them. And we'll learn about formula errors in Excel.
- In this video we learned about referencing data in formulas, specifically differentiating between relative, absolute, and mixed references, and how to use them. And we learned about formula errors in Excel.

- **Hands-on Lab 4: Simple Use of Function**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%204%20-%20Simple%20use%20of%20functions/instructions.md.html?origin=www.coursera.org>
- **Summary and Highlights**
  - There are several features to modify views in Excel, and it is very straightforward to enter and edit data in a spreadsheet.
  - You can move or copy data within a worksheet or between worksheets, and you can use AutoFill to automatically enter data that is in a series or that fits a pattern.
  - You can format both cells and data in Excel.
  - A formula is made up of several component parts, and formulas can perform calculations using numbers directly or by using references to data in the worksheet.
  - You can use the Fill Handle in Excel to quickly copy formulas to other cells.
  - There are several different categories of function you can use for different purposes, and you can search for a function by name, or by category.

- You can reference cells in the worksheet in your formulas by using relative, absolute, or mixed references.
- You can make a formula absolute by adding a dollar symbol (\$) to a cell reference.
- If you get errors in your formulas, you can use the error-checking capabilities of Excel to resolve them.
- **Practice Quiz**

2. What do you use the AutoFill feature for?

- Drag selected data to another place
- Paste data in a cell with the same column width settings
- Move or copy data between spreadsheets
- Automatically fill cells with data in a sequential series or pattern

1 ✓

- **Graded Quiz**

1.Which of the following is a valid way of editing existing data in a cell?

Select all that apply

1 point

- Select the cell you want to edit and then click in the formula bar
- Select the cell you want to edit and press Enter
- Press CTRL+N
- Press F2

2.In Excel for the web, how can you format data in cells to use a currency?

Select all that apply

1 point

- Right-click on a cell and select Number Format
- Select "Format cells" from the Format drop-down list in the Cells group
- Select "More Number Formats" from the Number Format drop-down list in the Number group
- Select the data and click the Decrease Decimal button

5.In Excel Desktop, what is one of the function categories on the Formulas tab, in the Function Library group?

- 1 point
- Functional
- Lookup & Reference
- Analytical
- Medical

*Correct: Lookup & Reference is one of the function categories on the Formulas tab, in the Function Library group*

- **Week 3**
- **Basics of Data Quality and Privacy**
- **Introduction to Data Quality**
- **Video 3 min**
- (
- Data analysis can play a pivotal role in business decisions and processes. In order to use the data to make confident decisions, we must have the right information for the project and the data must be free from errors. In this video we will learn how to profile data to discover inconsistencies.
- In this video we learned the important role of a data analyst in qualifying data. By considering the five traits of good quality data, an analyst can save time, avoid serious issues, and have data that is free from errors. In the next video we will take the collected data and learn how to import it to our spreadsheet.
- **Importing File Data**
- **Video 5 min**
- (
- Now that you have learned about the importance of data quality, in this video you will learn how to import data from a text file using the Text Import Wizard, learn how to adjust column widths, and learn how to add and remove columns and rows.
- In this video, we learned how to import data using the Text Import

Wizard, we learned how to adjust column widths, and we learned how to add and remove columns and rows. In the next video, we will discuss the importance of data privacy, including sensitive information, and personally identifiable data.

- **Basics of Data Privacy**
- **Video 5 min**
- (
- In this video, we will learn about data privacy and the regulations that govern the collected data
- In this video we learned about the importance of data privacy and the challenges that a data analyst can face when collecting and sorting through data. In the videos in the next lesson, we will learn about different methods for cleaning data in a spreadsheet.
- **Viewpoints : Data Quality and Privacy**
- In this video, we will listen to several data professionals discuss the importance of data quality and data privacy as they relate to data analysis.
- (
- **Reading : Summary and Highlights**
- The Five Traits of Data Quality:
  - Accuracy
  - Completeness
  - Reliability
  - Relevance
  - Timeliness
- Importing Text:

- You can use the ‘Text Import Wizard’ to import data from other formats, such as plain text, or comma-separated value files.
- **The Three Fundamentals of Data Privacy:**
  - Confidentiality
  - Collection and Use
  - Compliance
- **Practice Quiz**
- **Graded Quiz**

1.Which data quality trait can be summarized by asking if the data is really necessary?

1 point  
 Reliability  
 Timeliness  
 Relevance  
 Completeness

*Correct: The Relevance data quality trait can be summarized by asking if the data is really necessary*

3.After importing a text file into Excel, you find some columns aren't showing all data. How can you fix all column widths at the same time?

1 point  
 select all columns and double-click one of the selected column dividers  
 drag a divider across  
 shorten the text so it fits  
 click the Format button

*Correct: This will fix all column widths at the same time*

- **Cleaning Data**
- **Removing Duplicated or Inaccurate Data and Empty rows**
- **Video 8 min**

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- Now that we have learned about the importance of data quality and data privacy, in this video we will learn how to deal with inaccurate data, how to remove empty rows, and how to remove duplicated data.
- In this video, we learned how to deal with inaccurate data, how to remove empty rows, and how to remove duplicated data. In the next video, we will look at changing the case of text, fixing date formatting errors, and trimming whitespace from data.
- **Dealing with inconsistencies in Data**
- **Video 9 min**

- (
- Now that we've learned how to deal with inaccurate data, how to remove empty rows, and how to remove duplicated data, in this video we'll look at changing the case of text, fixing date formatting errors, and trimming whitespace from data.

- In this video, we learned how to change the case of text, how to change date formatting, and how to trim whitespace from data. In the next video, we will discuss how to use the Flash Fill and Text to Columns features in Excel to help clean data.
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- **More Excel features for Cleaning Data**
- **Video 6 min**
- Now that we've learned how to change the case of text, how to change date formatting, and how to trim whitespace from data, in this video we'll discuss how to use the Flash Fill and Text to Columns features in Excel to help clean data
- In this video, we learned how to use the Flash Fill and Text to Columns features in Excel to help clean data.
- **Viewpoints : issue with Data Quality**
- **Video 4 min**
- Issues Around Data Quality In this video, we will listen to several data professionals discuss issues around data quality
- **Hands-on Lab 5: Cleaning Data**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDveloperSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%205%20->

[%20Cleaning%20Data/instructions.md.html?origin=www.coursera.org](#)

- **Summary and Highlights**

- It's important to remove any duplicated or inaccurate data, and it's important to remove any empty rows in your dataset.
- There are several other types of data inconsistency that you may need to resolve, in order to properly clean your data:
  1. Change the case of text
  2. Fix date formatting errors
  3. Trim whitespace from your data
- You can use the Flash Fill and Text to Columns features in Excel to manipulate and standardize your data, and functions can also be used to help manipulate and standardize your data.

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## Quizerry

Search ⌂

3. There are two methods to locate and remove duplicated rows in Excel, what is the easiest way?

1 point

Select a column and choose Conditional Formatting > Highlight Cells Rules > Duplicate Values

Use the HLOOKUP function

Search for the first character in rows

Select all data and click the Remove Duplicates button

*Correct: This is the easiest of the two methods to locate and remove duplicated rows in Excel*

4. What is one of the functions you can use to change the text case in your data?

1 point

LOWER

STRUCTURE

CAP

CASE

**Correct**  
You can use the LOWER function to change the text case in your data

1. According to the video, what's one of the easiest common errors or inconsistencies to fix when importing data?

1 point

Spelling mistakes

Extra white space

Duplicated data

Empty rows

**Correct**  
All of these are issues that can be fixed after importing data, but fixing spelling mistakes by using the in-built spell checker is the easiest of them to fix

1.What is one of the issues that empty rows cause in your spreadsheet?

1 / 1 point

Spell-check will fail

Indexing function error

Formula errors ✓

Data will be hidden

*Correct: Having empty rows in your spreadsheet can cause errors in your formulas*

2.How can you remove all empty rows at the same time in your imported spreadsheet?

1 point

You must delete the empty rows one at a time

Use Search & Replace to look for empty rows and delete

Select all rows and then filter for Blanks, select these and then delete

Use Remove Duplicates to remove empty rows

*Correct: To remove all empty rows at the same time in your imported spreadsheet, select all rows, filter for Blanks, then select these and delete*

#### 4.What does the PROPER function do?

- 1 point
- Repairs a REF error
- Changes text to sentence case
- Converts upper case text to lower case
- Converts lower case text to upper case

*Correct: The PROPER function changes text to sentence case*

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## Quizerry

Search ⌂

#### 5.Why do you need to use the Paste Values option when you paste contents from a helper row to the original row?

- 1 point
- Ensures consistency
- Keeps cell formatting the same
- Validates the copied function
- Makes sure formulas aren't also copied

*Correct: To ensure that formulas aren't also copied when you paste contents from a helper row to the original row, you use the Paste Values option*

6.What is one of the ways to apply new data formats to the rest of a column?

1 point

Format button

Paste Special tool

Format Painter tool

Text Import wizard

*Correct: You use the Format Painter tool to apply new data formats to the rest of a column*

#### 7.What tools or features can we use to split a single column with two names in

**Aspose.Email for .NET**  
Advanced API to send & receive emails easily

7.What tools or features can we use to split a single column with two names in, into two separate columns with a name in each? Select all that apply

1 point

- Text to Columns feature
- Paste Special
- Format Painter tool
- Flash Fill feature

- End of week 3

- **Week 4**

- **Data Analysis Basics, Filtering and Sorting Data**

- **Intro to Analysing Data Using Spreadsheets**

- **Video 5 min**

- Now that we have learned how to collect and clean our data, it is time to decide the best method for analysis. In this video, we will discuss the importance of filtering, sorting, performing calculations, and shaping our data to provide meaningful information.

- In this video, we learned about the importance of filtering, sorting, performing calculations, and shaping our data to provide meaningful information, and we learned about some of the tools to begin analyzing our data. In the next video, we will learn more about filtering and sorting our data.

- **Filtering and sorting Data in Excel**

- **Video 7 min**

- In the previous video we learned how to use the Flash Fill and Text to Columns features in Excel to help clean data. In this video we will discuss how to filter and sort our data to enable

us to control what information is displayed, and how it's displayed in our worksheets.

- In this video, we learned how to use the Filter and Sort tools in Excel to filter and sort our data to enable us to control what information is displayed, and how it is displayed in our worksheets.

- **Viewpoints : Filtering and Sorting**

- **Video 7 min**

- In this video, we will listen to several data professionals discuss the importance of filtering and sorting your data.

- 

- **Useful functions for Data Analysis**

- **Video 11 min**

- Now that we've learned how to use the Filter and Sort tools in Excel to filter and sort our data to enable us to control what information is displayed, and how it is displayed in our worksheets, in this video we'll discuss how to use some of the most common functions a Data Analyst might use; namely IF, IFS, COUNTIF, and SUMIF.

- In this video, we learned how to use the IF, IFS, COUNTIF, and SUMIF functions. In the next video we'll look at how to use the VLOOKUP and HLOOKUP reference functions.

- **Using VLOOKUP and HLOOKUP functions**

- **Video 9 min**
- Now that we've learned how to use the IF, IFS, COUNTIF, and SUMIF functions, in this video we'll look at how to use the VLOOKUP and HLOOKUP reference functions.
- In this video, we learned how to use the VLOOKUP and HLOOKUP functions in Excel to find and connect to data referenced in both vertical and horizontal lookup tables. In the videos coming up in the next lesson, we'll start to look at using Pivot Tables in Excel.
- **Hands on Lab 6 : Filtering and Sorting Data**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%206%20-%20Filtering%20and%20Sorting%20Data%20using%20Function%20for%20Data%20Analysis/instructions.md.html?origin=www.coursera.org>
- **Summary and Highlights**
- Before shaping your data, you need to visualize the final output, and ask yourself the following questions:
  - How big is the dataset?
  - What type of filtering is required to find the necessary information?
  - How should the data be sorted?

- What type of calculations are needed?
  - There are several advantages to formatting your data as a table:
    - Automatic calculations even when filtering
    - Column headings never disappear
    - Banded rows to make reading easier
    - Tables will automatically expand when adding new rows
- The most basic way of shaping your data is to sort and filter it:

- Sorting data helps you to organize it by a specified criteria, such as numerically, alphabetically, or chronologically.
- Filtering our data makes it easier to control what data is displayed and what is hidden, based on filtered fields.

### Excel Functions:

- Functions in Excel are arranged into multiple categories; including mathematical, statistical, logical, financial, and date and time-based.
- Common functions for a data analyst include IF, IFS, COUNTIF, SUMIF, VLOOKUP, HLOOKUP

## • Practice Quiz

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

- Randbetween
- Average
- Int
- Countif

## IF, IFS, COUNTIF, and SUMIF.

The screenshot shows a browser window on a Mac OS X system. The title bar indicates it's 5:50 PM on Wednesday, Jan 19. The page is titled 'Coursera: Learn new skills' and shows a 'Graded Quiz' with a due date of Jan 10, 11:59 AM +01:00. Question 5 asks about the differences between HLOOKUP, VLOOKUP, and XLOOKUP. The correct answer, 'HLOOKUP = by column', is selected and highlighted with a red oval. A feedback message at the bottom right says 'Correct' and 'This is how each function looks for data'. The question text is as follows:

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

HLOOKUP = by row  
VLOOKUP = in all directions  
XLOOKUP = by column  
 HLOOKUP = by column  
VLOOKUP = by row  
XLOOKUP = in all directions  
 HLOOKUP = in all directions  
VLOOKUP = by column  
XLOOKUP = by row  
 HLOOKUP = by row  
VLOOKUP = by column  
XLOOKUP = all directions

## • Graded Quiz

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

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

**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?

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

- **Week 4 : Using Pivot Tables**
- **Introduction to Creating Pivot Tables in Excel**
- **7 min**
- Now that we've learned how to use the VLOOKUP and HLOOKUP functions, in this video we'll look at how to create and use Pivot Tables in Excel. We'll first look at how to format our data as a table, then how to create Pivot Tables and use fields in a Pivot Table to analyze data, and lastly we'll see how to perform calculations in a Pivot Table
- In this video, we learned how to format data as a table, how to create a Pivot Table and use fields to analyze data in a Pivot Table, and how to perform calculations using Pivot Table data. In the next video, we'll look at some other features of Pivot Tables.
- **Viewpoints : Pivot Tables**
- **3 min**
- In this video we will listen to several data professionals discuss their experience using pivot tables to analyze data. What are your experiences using pivot tables to analyze data?
- 
- **Pivot Table features**
- **9 min**

- Now that we've learned how to create and use Pivot Tables in Excel, in this video we'll look at some other features that we can use with Pivot Tables, including Recommended Pivot Tables, Filters, Slicers, and Timelines. Now that we've learned how to create and use Pivot Tables in Excel, in this video we'll look at some other features that we can use with Pivot Tables, including Recommended Pivot Tables, Filters, Slicers, and Timelines. First, let's look at Recommended Pivot Tables, which isn't exactly a feature as such
- In this video, we learned about some of the other features in Excel that we can use with Pivot Tables, namely; Recommended Pivot Tables, Filters, Slicers, and Timelines.
- **Hands on labs : Using Pivot Table**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Lab%207%20-%20Using%20Pivot%20Tables/instructions.md.html?origin=www.coursera.org>
- **Summary and Highlights**
- **Pivot Tables:**
  - To obtain usable and presentable insights into

your data you need to use Pivot Tables.

- Pivot tables provide a simple and quick way to summarize and analyze data, to observe trends and patterns in your data and to make comparisons of your data.
- Pivot tables are dynamic, so as you change and add data to the original dataset on which the pivot table is based, the analysis and summary information changes too.
- A Data Analyst can use pivot tables to draw useful and relevant conclusions about, and create insights into, an organization's data in order to present those insights to interested parties within the company.

Use this Pivot Table checklist to ensure your data is in a fit state to make a Pivot Table:

- Format your data as a table for best results.
- Ensure column headings are correct, and there is only one header row, as these column headings become the field names in a Pivot Table.

- Remove any blank rows and columns, and try to eliminate blank cells also.
- Ensure value fields are formatted as numbers, and not text, and ensure date fields are formatted as dates, and not text.

Arranging Pivot Tables with Filters and Recommended Tables:

- You use the Pivot Table Fields pane to add and arrange data fields in your pivot table.
- Recommended Pivot Tables are a list of suggested different combinations of data that could be used when creating a Pivot Table, based on the data selected in the worksheet.

Filters and Slicers:

- Slicers are on-screen graphical filter objects that enable you to filter your data using buttons, which makes it easier to perform quick filtering of your pivot table data.
- Timelines are another type of filter tool that enable you to filter specifically on date-related data in your pivot table. This is a much

quicker and more effective way of dynamically filtering by date, rather than having to create and adjust filters on your date columns.

- **Practice Quiz**

4. What do timelines provide in pivot tables?

- sets the pivot table to an earlier view
- previews views of different filters
- lets you filter specifically on date-related data
- 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

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

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

 **Correct**

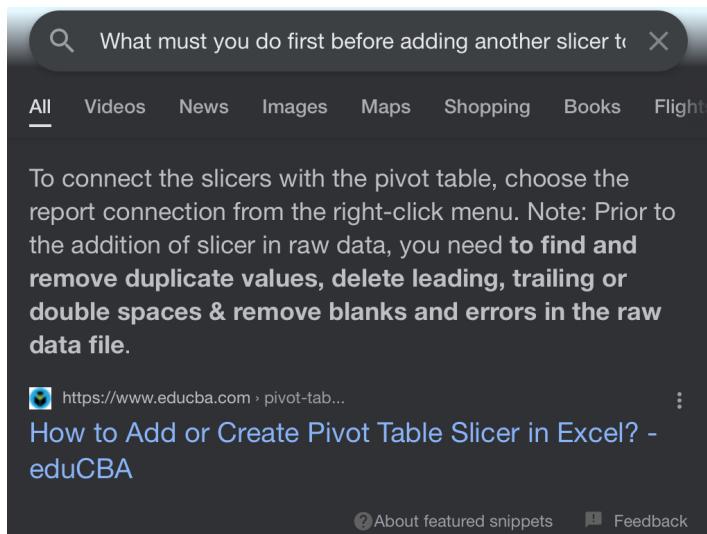
Filter drop-downs are automatically added at the top of each column after you format your data as a table

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

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

 **Correct**

This is one way to remove a slicer or timeline



The screenshot shows a search result for "How to Add or Create Pivot Table Slicer in Excel?". The snippet title is "How to Add or Create Pivot Table Slicer in Excel? - eduCBA". Below the title, there is a paragraph of text: "To connect the slicers with the pivot table, choose the report connection from the right-click menu. Note: Prior to the addition of slicer in raw data, you need to **find and remove duplicate values, delete leading, trailing or double spaces & remove blanks and errors in the raw data file**." At the bottom of the snippet, there are links to "About featured snippets" and "Feedback".

- **Graded Quiz**

- **Week 5**
- **Final Course Project: Your First Deliverable as a Data Analyst**
- **Final Assignment - Part 1 : Clean and Prepare the Data**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Peer%20Graded%20Assignment%20-%20Part%201/instructions.md.html?origin=www.coursera.org>
- **Final Assignment - Part 2: Analyze the Data**
- <https://cf-courses-data.s3.us.cloud-object-storage.appdomain.cloud/IBMDriverSkillsNetwork-DA0130EN-SkillsNetwork/Hands-on%20Labs/Peer%20Graded%20Assignment%20-%20Part%202/instructions.md.html?origin=www.coursera.org>
- **Final Assignment - Part 3: submission and Peer review**
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