# Weekly Test 3 – Unit 3 – Question Paper

All questions are compulsory. Figures to the right indicate full marks.

Q1 (2 Marks): Name two elements of an Excel dashboard.

Q2 (3 Marks): Explain the purpose of a Pivot Table.

Q3 (6 Marks): Write steps to create a Pivot Table and Pivot Chart using sample data.

Q4 (3 Marks): Explain how to sort and filter data in a Pivot Table.

Q5 (6 Marks): Describe how to update and format a Pivot Table using slicers.