✓ **Congratulations! You passed!**
TO PASS 70% or higher

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GRADE
100%

Graded Quiz

LATEST SUBMISSION GRADE

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

   ○ You must clear each filter separately

   ○ Turn sorting off

   ○ Refresh the column

   ◉ Data tab > Sort & Filter group > Clear

   > ✓ **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? `1 / 1 point`

   ◉ Each column header now has a filter control

   ○ Each row has filter controls

   ○ Only selected cells have filter controls

   ○ You must manually select data for filtering

   > ✓ **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

3. The IF function applies to one or two conditions, but what if you need to apply multiple conditions? `1 / 1 point`

   ○ Use the IF-Then function

   ○ Use the IFor function

   ○ Use separate IF functions

   ◉ Use the nesting capabilities of the IF function

   > ✓ **Correct**
   > if you need to apply multiple conditions, you can use the nesting capabilities of the IF function

4. When you use nested functions, what is required for each of the functions? `1 / 1 point`

   ○ =IF to begin each function

   ○ Semi-colon between each function

   ◉ A set of parentheses for each function

   ○ Each function must be alphabetically ordered

   > ✓ **Correct**
   > When you use nested functions, a set of parantheses are required for each of the functions

5. The difference between HLOOKUP, VLOOKUP, and XLOOKUP is how they look for data. How does each look for data? `1 / 1 point`

   ◉ HLOOKUP = by column

   　VLOOKUP = by row

   　XLOOKUP = in all directions

   ○ HLOOKUP = by row

   　VLOOKUP = in all directions

   　XLOOKUP = by column

   ○ HLOOKUP = by row

   　VLOOKUP = by column

   　XLOOKUP = all directions

   ○ HLOOKUP = in all directions

   　VLOOKUP = by column

XLOOKUP = by row

✓ **Correct**
This is how each function looks for data