

1. What is the term for a digital worksheet that data analysts use to store, organize, and sort data?
 - a. Application
 - b. Report
 - c. Document
 - d. Spreadsheet
2. What is a key difference between a formula and a function?
 - a. A formula is a set of instructions, whereas a function is a preset command.
 - b. A formula automatically performs a process or task, whereas a function requires the user to type directions in order for it to execute.
 - c. A formula is a more efficient way of executing a task than a function.
 - d. A formula is a preset command, whereas a function is a set of instructions.
3. What does SQL stand for?
 - a. Systematic quality level
 - b. Searchable question lingo
 - c. Structured query language
 - d. Software quotient listing
4. Which tool in the data analysts toolbox is most likely to involve the creation of graphs, maps, or charts?
 - a. Database
 - b. Spreadsheet
 - c. SQL
 - d. Data visualization