

1. What is the process for arranging data into a meaningful order to make it easier to understand, analyze, and visualize?
 - a. Reframing
 - b. Prioritizing
 - c. Filtering
 - d. **Sorting**

2. A data analyst is reviewing a national database of real estate sales. They are only interested in sales of condominiums. How can the analyst narrow their scope?
 - a. **Filter out non-condominium sales**
 - b. Sort by condominium sales
 - c. Filter out condominium sales
 - d. Sort by non-condominium sales

3. A data analyst works for a rental car company. They have a spreadsheet that lists car ID numbers and the dates cars were returned. How should they sort the spreadsheet to find the most recently returned cars?
 - a. **By return date, in descending order**
 - b. By car numerical ID, in ascending order
 - c. By car numerical ID, in descending order
 - d. By return date, in ascending order

4. Fill in the blank: To keep a header row at the top of a spreadsheet, highlight the row and select _____ from the View menu.
 - a. lock
 - b. set
 - c. **freeze**
 - d. pin