

✔ **Congratulations! You passed!**
Grade received **100%** To pass 80% or higher

[Go to next item](#)

1. You can access the sorting and filtering tools in the following ways:

1 / 1 point

(Multiple answers possible. Partial credit will be awarded).

☒ Data tab in the ribbon.

✔ **Correct**

☐ Going to the **Table Tools Design** tab that appears when you are clicked anywhere on the table and navigating to **Sort**.

☒ Filter buttons found in the header row of the table.

✔ **Correct**

☒ In the right-click menu.

✔ **Correct**

2. Uma told Sean that Excel automatically recognises that some columns contain a certain kind of format e.g. (date format, text format) and provides useful filters in light of this e.g. text filters for fields containing text. Is Uma right?

1 / 1 point

☒ Yes

☐ No

✔ **Correct**

Indeed, this is a great feature of Excel.

3. Using the attached Workbook:

1 / 1 point



Ws_SortingAndFiltering

XLSX File

Go to the **Table Tools Design** tab which appears when clicked on the table and go to **Table Style Options** and check (tick) the **Total Row**. Now, go to the Total Row in your table, hover to Annual Salary, press the drop down button and go to **StdDev**.

What value do you get?

☐ 1958400

☐ 184 213 731.09

☒ 13572.54

✔ **Correct**

Great work! This is the standard deviation.