Congratulations! You passed!

Grade received 100% To pass 80% or higher

Go to next item

1. Sean wants to sort his data set by **Order Quantity**. He single-clicked on the column letter **Q** to select the column and presses **Sort & Filter** on the **Home** tab and selects **Sort Largest to Smallest**. Which of the options below shows what his spreadsheet will look like next?

1 / 1 point

	A	B	C	Q	
1	Shipping Data				
2					
3	Order No	Order Date	Customer Name	Order Quantity	Sub
4	5071-1	2013-05-05	Christopher Schild	41	
5	5071-2	2013-05-05	Christopher Schild	2	
6	5145-1	2013-06-29	Cyma Kinney	1	
7	5145-2	2013-06-29	Cyma Kinney	4	
8	5160-1	2013-07-05	Berenike Kampe	41	
9	5160-2	2013-07-05	Berenike Kampe	26	
10	5168-1	2013-07-15	Christy Brittain	20	
11	5168-2	2013-07-15	Christy Brittain	39	
12	5195-1	2013-07-31	Alex Grayson	11	
13	5195-2	2013-07-31	Alex Grayson	43	
14	5268-1	2013-10-11	Stephanie Ulpright	2	
15	5268-2	2013-10-11	Stephanie Ulpright	6	

○ Should he expect to see this result on his screen?

	A	B	C	Q
1	Shipping Data			
2				
3	Order No	Order Date	Customer Name	Order Quantity
4	6067-1	2015-09-15	Ricardo Emerson	1
5	5103-1	2013-05-22	Andy Reiter	1
6	6157-1	2015-12-28	Ken Dana	1
7	5583-1	2014-08-11	Benjamin Patterson	2
8	5278-1	2013-10-20	Cindy Stewart	1
9	5435-1	2014-03-10	Adam Hart	1
10	6320-1	2016-06-03	Jeremy Farry	3
11	5951-1	2015-06-27	Lauren Leatherbury	1
12	6248-1	2016-03-30	Ruben Dartt	2
13	6266-2	2016-04-18	Don Weiss	3

○ Is this what his screen will look like?

	A	B	C	Q
1	Shipping Data			
2				
3	Order No	Order Date	Customer Name	Order Quantity
4	5539-1	2014-06-29	Daniel Byrd	50
5	5034-1	2013-02-26	Natalie Webber	50
6	5036-1	2013-03-07	Sean ODonnell	50
7	5208-1	2013-08-10	Edward Hooks	50
8	5323-1	2013-11-27	Tanja Norvell	50
9	5436-1	2014-03-11	Rick Duston	50
10	5734-1	2015-01-02	Ellis Ballard	50
11	5741-1	2015-01-10	Max Jones	50
12	5797-1	2015-02-12	Michelle Moray	50
13	5832-1	2015-03-20	Sibella Parks	50

- (●) Is this what he will see?

	A	B	C	Q
1	Shipping Data			Order Quantity
2				50
3	Order No	Order Date	Customer Name	50
4	5071-1	2013-05-05	Christopher Schild	50
5	5071-2	2013-05-05	Christopher Schild	50
6	5145-1	2013-06-29	Cyma Kinney	50
7	5145-2	2013-06-29	Cyma Kinney	50
8	5160-1	2013-07-05	Berenike Kampe	50
9	5160-2	2013-07-05	Berenike Kampe	50
10	5168-1	2013-07-15	Christy Brittain	50
11	5168-2	2013-07-15	Christy Brittain	50
12	5195-1	2013-07-31	Alex Grayson	50
13	5195-2	2013-07-31	Alex Grayson	50

✓ **Correct**
Yes, that's correct. This is exactly what he will see. Can you work out what he did wrong? Can you figure out the right steps? Give it a go in Excel.

2. You need to sort a large and rather untidy data set that you just received from a different department. It contains entries such as dates, numbers and text. Before you use the **Sort** tool, what should you do first? (One or more answers are possible - partial credit will be awarded) **1 / 1 point**

- ☐ Create borders and change font colours.
- ☑ Make sure that the number format for each of the columns is consistent, e.g. Currency, Accounting, Percentage.

✓ **Correct**
Yes, that's definitely good practice. Inconsistent number formatting can produce issues down the track.

- ☑ Add headers to the data set.

✓ **Correct**
Yes, that's a great idea and very good practice. Don't forget to tell the Sort tool later on that your data contains headers.

3. Sean wants to order a subset of his data by **Order Priority**. He wants to see the **Critical** items first, followed by **High**, **Medium**, **Low** and then **Not Specified**. However, there might be a slight problem - can you guess what it is? **1 / 1 point**

	A	B	C	I	W
1	Shipping Data				
2					
3	Order No	Order Date	Customer Name	Order Priority	Total
4	5022-1	2013-02-15	Jasper Cacioppo	Medium	$10.66
5	5071-2	2013-05-05	Christopher Schild	Medium	$14.85
6	5101-1	2013-05-22	Thais Sissman	Critical	$25.63
7	5103-1	2013-05-22	Andy Reiter	Critical	$3.32
8	5127-1	2013-06-09	Beth Thompson	Not Specified	$843.06
9	5134-1	2013-06-16	Liz MacKendrick	Low	$308.09
10	5144-1	2013-06-26	Roy Collins	Critical	$10.43
11	5145-1	2013-06-29	Cyma Kinney	Low	$7.20
12	5260-1	2013-10-04	Carlos Daly	High	$843.05
13	5268-1	2013-10-11	Stephanie Ulpright	Not Specified	$14.72

- ○ No idea. He should be able to sort the **Order Priority** column easily by using descending sort.
- ○ No idea. He should be able to sort the **Order Priority** column easily by using ascending sort.
- (●) Excel does not understand text on a conceptual level, in other words, it will sort this column in the following order: **Critical**, **High**, **Low**, **Medium**, **Not Specified**.

✓ **Correct**
Yes, great detective work. Excel will use the order of the alphabet to sort this column. Seeing as L comes before M, Low will come before Medium. This doesn't correspond to our list. There is a way to fix this. Why don't go over to Excel and take a look at the options for Custom Lists and see whether you can figure this one out by yourself?

4. Sean has been asked to sort the **Name** column of his data set in ascending order. What does that mean given that his column contains text, not numbers? 1 / 1 point

- When sorting text, it is never referred to as ascending/descending order but in alphabetical order instead.
- Ascending order means that he needs to sort his data from Z to A.
- Ascending order means that he needs to sort his data from A to Z.

Correct
Yes, that's right. Sorting numbers in ascending order means number going from small to high. For text it means that the list will start with words beginning with A and ends with words beginning with Z.