

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

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1. You can convert a table to a range by:

1 / 1 point

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

☒ Right click context menu and going to table then **Convert to Range**.

✔ **Correct**

☐ Going to the **Formulas** tab in the ribbon and navigating to **Convert to Range**.

☐ Going to the **Data** tab in the ribbon and navigating to **Convert to Range**.

☒ Navigating to the **Table Tools Design** tab while clicked on the table and going to **Convert to Range** in **Tools**.

✔ **Correct**

2. What property of subtotal reports makes it important to name the sheet on which the subtotal report is produced?

1 / 1 point

☒ The report is a snapshot of the database and won't be updated should the database change, so a useful name can remind you of this.

☐ Subtotal reports contain important information and must be named.

☐ Subtotal reports can easily be mistaken for something else.

✔ **Correct**

Great work here! The subtotal report is indeed a snapshot.

3. Which of the following steps should you always take before you use the Subtotal feature in Excel?

1 / 1 point

☐ Add a new row to display the subtotal.

☒ Sort your data.

☐ Filter your data.

☐ Convert your data to a Table.

✔ **Correct**

Yes, that's right. You always need to sort your data by the column that you want to calculate your subtotals for.