Quiz 1.4.4: Sorting

29/10/25

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	

- (●) 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

- ( ) 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

- ( ) 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

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

- [x] 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.

- [x] 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.

- [ ] Create borders and change font colours.

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 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**.
- ( ) No idea. He should be able to sort the **Order Priority** column easily by using descending sort.

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

- ( ) 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.
- ( ) When sorting text, it is never referred to as ascending/descending order but in alphabetical order instead.

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.