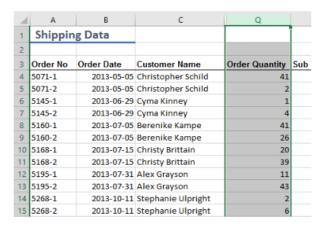
Sean wants to sort his data set by Order Quantity. He single-clicked on the column letter Q to select the column and presses Sort & Filter on the Home tab and selects Sort Largest to Smallest. Which of the options below shows what his spreadsheet will look like next? 1/1 point



Is this what he will see?

/_	Α	В	С	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?

4	Α	В	С	Q
1	Shippin	g 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	В	С	Q
1	Shippin	g 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

1/1 point 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) 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. 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 1/1 point by High, Medium, Low and then Not Specified. However, there might be a slight problem - can you guess what it is? **Shipping Data** 2 Order Priority 3 Order No Order Date Customer Name 4 5022-1 \$10.66 2013-02-15 Jasper Cacioppo Medium 5 5071-2 2013-05-05 Christopher Schild Medium \$14.85 \$25.63 6 5101-1 2013-05-22 Thais Sissman Critical 7 5103-1 2013-05-22 Andy Reiter 8 5127-1 2013-06-09 Beth Thompson Critical \$3.32 8 5127-1 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 1/1 point that his column contains text, not numbers? 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.