

1. What does this icon mean?

1 / 1 point



- ☐ Filtering is active.
- ☐ Filtering is active and sorting is descending.
- ☒ Filtering is applied.
- ☐ Filtering is active and sorting is ascending.

✔ Correct

Yes, well done. Whenever you see this sign, you know that what you see on the screen is likely not all of your data as some of it has been filtered.

2. Which of the following are valid Filter arguments for a column populated with dates and no background fill? (One or more answers are possible - partial credit will be awarded)

0.5 / 1 point

- ☐ Does not equal
- ☒ Tomorrow

✔ Correct

Yes, absolutely. Excel will base the filter argument on your computer's date settings.

- ☐ Filter by colour
- ☒ Weekdays only

✘ This should not be selected

The date filter does not have an option for 'Weekdays only'. Go back to Excel and check out all the date filter arguments that are available.

3. Why is it important to clear all filters once you are finished with a specific task at hand? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

- ☒ Filters can remain applied even when columns are hidden. It's easy to lose track especially in large data sets.

✔ Correct

Yes, spot on. It's good practice to clear all filters once you are done with your work.

- ☐ If you leave filtering on and save the file, you will lose the data that was filtered out. The next time you open the file, that content will be gone.
- ☒ If you forget that one or more of your columns are still filtered by the time you are interpreting your data for the next task, you can easily draw the wrong conclusions from your data.


✔ Correct

Yes, absolutely. Filters are very powerful and data appears just to be gone once a filter is applied. It's easy to forget about the filter - out of sight - out of mind.

4. How can you tell that a filter has been **applied** somewhere in your sheet? If you are not sure go straight over to Excel and try it out.

1 / 1 point

- ☐ The icon in the column heading looks like this:

City 

- ☒ The icon in the column heading looks like this:

State 

- ☐ Any column that has an active filter applied to it will appear in a light shade of grey.

✓ **Correct**

Yes, well spotted. This column shows that a filter has been applied.