✓ **Congratulations! You passed!**

Grade received 100%   To pass 80% or higher

Go to next item

Test your knowledge on working with spreadsheets

Total points 3

1. When giving a spreadsheet a title, what are some best practices to follow? Select all that apply. **1 / 1 point**

   ☐ Titles should be in ALL CAPS

   ☑ Titles should be short

   > ✓ **Correct**
   > Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

   ☑ Titles should be clear

   > ✓ **Correct**
   > Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

   ☑ Titles should state what the data in the spreadsheet is about

   > ✓ **Correct**
   > Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

2. Fill in the blank: Data analysts can use _____ to highlight the area around cells in order to see spreadsheet data more clearly. **1 / 1 point**

   ○ filters

   ● borders

   ○ pivot tables

   ○ italics

   > ✓ **Correct**
   > Data analysts use borders to highlight the area around cells in order to see spreadsheet data more clearly.

3. Within a spreadsheet, data analysts use which tools to save time and effort by automating commands? Select all that apply. **1 / 1 point**

   ☐ Tables

   ☐ Filters

   ☑ Functions

   > ✓ **Correct**
   > Data analysts use formulas and functions to save time and effort by automating commands.

   ☑ Formulas

   > ✓ **Correct**
   > Data analysts use formulas and functions to save time and effort by automating commands.

✓ **Congratulations! You passed!**

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