

✔ **Congratulations! You passed!**

Grade received 100% To pass 80% or higher

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

1 / 1 point

☒ Titles should be short

✔ **Correct**

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

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☐ Titles should be in ALL CAPS

☐

☐ Titles should be in ALL CAPS

☒ Titles should be clear

✔ **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

☒ borders

☐ filters

☐ 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

☐ Filters

☒ Formulas

✔ **Correct**

Data analysts use formulas and functions to save time and effort by automating commands.

☒ Functions

✔ **Correct**

Data analysts use formulas and functions to save time and effort by automating commands.

☐ Tables