

✔ **Congratulations! You passed!**

Grade received **100%** To pass 80% or higher

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1. Which spreadsheet menu function is used to sort all data in a spreadsheet by the ranking of a specific sorted column?

1 / 1 point

- ☒ Sort Sheet
- ☐ Sort Range
- ☐ Sort By Rank
- ☐ Sort Data

✔ **Correct**

Sort Sheet is used to sort all data in a spreadsheet by the ranking of a specific sorted column.

2. In spreadsheets, data analysts can sort a range from the Data tab in the menu or by typing a function directly into an empty cell.

1 / 1 point

- ☒ True
- ☐ False

✔ **Correct**

Sorting a range and sorting a sheet can both be done from the menu and written as a function. Analysts can work from the Data tab in the menu or type a function directly into an empty cell.

3. An analyst uses =SORT to sort spreadsheet data in descending order. What do they type at the end of their sort function?

1 / 1 point

- ☐ DESCEND
- ☐ Z-A
- ☐ TRUE
- ☒ FALSE

✔ **Correct**

To sort a spreadsheet in descending order using the SORT function, the analyst types FALSE at the end of their sort function.