

✔ Congratulations! You passed!Grade received **100%** To pass 80% or higher[Go to next item](#)

1. What is the process for arranging data into a meaningful order to make it easier to understand, analyze, and visualize?

1 / 1 point

- ☐ Filtering
- ☒ Sorting
- ☐ Reframing
- ☐ Prioritizing

✔ Correct

Sorting is the process for arranging data into a meaningful order to make it easier to understand, analyze, and visualize.

2. A data analyst is reviewing a national database of real estate sales. They are only interested in sales of condominiums. How can the analyst narrow their scope?

1 / 1 point

- ☒ Filter out non-condominium sales
- ☐ Sort by non-condominium sales
- ☐ Sort by condominium sales
- ☐ Filter out condominium sales

✔ Correct

The analyst can narrow their scope by filtering out non-condominium sales. This will enable them to view only the data on condominium sales.

3. A data analyst works for a rental car company. They have a spreadsheet that lists car ID numbers and the dates cars were returned. How can they sort the spreadsheet to find the most recently returned cars?

1 / 1 point

- ☐ By return date, in ascending order
- ☒ By return date, in descending order
- ☐ By car numerical ID, in ascending order
- ☐ By car numerical ID, in descending order

✔ Correct

To sort the spreadsheet to quickly find the most recently returned cars, they should sort by return date, in descending order.

4. Fill in the blank: To keep a header row at the top of a spreadsheet, highlight the row and select _____ from the View menu.

1 / 1 point

- ☐ Pin
- ☐ Set
- ☐ Lock
- ☒ Freeze

✔ Correct

To keep a header row at the top of a spreadsheet, highlight the row and select freeze from the View menu.