C2_W4 Quiz

1/ Which of the following are valid sorting orders you can choose when adding sorting levels to your data?

- A to Z,
- Z to A,
- Newest to Oldest,
- Oldest to Newest,
- Smallest to Largest,
- and Largest to Smallest
- ~~Youngest to Oldest~~

2/ After filtering a column and getting the results, in which two ways can you return to showing all the data in a column? **Select two answers**.

☑ turn filtering off

☑ clear the filter

3/ What do custom filters provide that **AutoFilters** don't?

○ associate a formula with the filter control

○ set multiple filters at the same time

○ display more data

◉ filter a column to see only above or below a certain value

4/ According to the video 'Useful Functions for Data Analysis', what is one of the most common functions a Data Analyst might use? →**COUNTIF**

5/ What does VLOOKUP stand for? → Vertical Lookup

6/ If you have multiple filters set, how can you clear all of them at once?

○ Refresh the column

○ You must clear each filter separately

○ Turn sorting off

◉ **Data** tab > **Sort & Filter** group > Clear

7/ After enabling Filtering, where can you see and access the filter controls?

○ You must manually select data for filtering

○ Only selected cells have filter controls

◉ Each column header now has a filter control

○ Each row has filter controls

8/ The IF function applies to one or two conditions, but what if you need to apply multiple conditions?

- ● Use the **nesting capabilities** of the IF function
- ○ Use the IFor function
- ○ Use the IF-Then function
- ○ Use separate IF functions

9/ When you use nested functions, what is required for each of the functions?

- ○ =IF to begin each function
- ○ Each function must be alphabetically ordered
- ● A set of **parentheses for** each function
- ○ Semi-colon between each function

10/ The difference between HLOOKUP, VLOOKUP, and XLOOKUP is how they look for data. How does each look for data?

- ● HLOOKUP = by column
VLOOKUP = by row
XLOOKUP = in all directions