



**!** Try again once you are ready  
TO PASS 80% or higher

Try again

GRADE  
68.75%

## Filtering

TOTAL POINTS 4

1. What does this icon mean?

0 / 1 point



- ☐ Filtering is active and sorting is descending.
- ☐ Filtering is applied.
- ☒ Filtering is active.
- ☐ Filtering is active and sorting is ascending.

**✗ Incorrect**

No, that's not quite right. Go back to Excel, turn filtering on (now it is active). What else needs to happen for the Filter active icon to change to the one above?

2. Which of the following are valid Filter arguments for a column populated with dates and no background fill? (One or more answers are possible - partial credit will be awarded)

0.75 / 1 point

☒ Tomorrow

**✓ Correct**

Yes, absolutely. Excel will base the filter argument on your computer's date settings.

☐ Weekdays only

☐ Does not equal

☐ Filter by colour

You didn't select all the correct answers

3. Why is it important to clear all filters once you are finished with a specific task at hand? (One or more answers are possible - partial credit will be awarded)

1 / 1 point

☒ If you forget that one or more of your columns are still filtered by the time you are interpreting your data for the next task, you can easily draw the wrong conclusions from your data.

**✓ Correct**

Yes, absolutely. Filters are very powerful and data appears just to be gone once a filter is applied. It's easy to forget about the filter - out of sight - out of mind.

☒ Filters can remain applied even when columns are hidden. It's easy to lose track especially in large data sets.

**✓ Correct**

Yes, spot on. It's good practice to clear all filters once you are done with your work.

☐ If you leave filtering on and save the file, you will lose the data that was filtered out. The next time you open the file, that content will be gone.

4. How can you tell that a filter has been **applied** somewhere in your sheet? If you are not sure go straight over to Excel and try it out.

1 / 1 point

☒ The icon in the column heading looks like this:

State

☐ The icon in the column heading looks like this:

City

☐ Any column that has an active filter applied to it will appear in a light shade of grey.

✓ **Correct**

Yes, well spotted. This column shows that a filter has been applied.