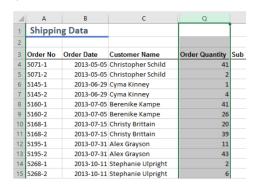
Sorting

TOTAL POINTS 4

Sean wants to sort his data set by Order Quantity. He single-clicked on the column letter Q to select the column and
presses Sort & Filter on the Home tab and selects Sort Largest to Smallest. Which of the options below shows what his
spreadsheet will look like next?

1/1 point



O Is this what his screen will look like?

1	Α	В	С	Q
1	Shippin	g Data		
2				
3	Order No	Order Date	Customer Name	Order Quantity
4	5539-1	2014-06-29	Daniel Byrd	50
5	5034-1	2013-02-26	Natalie Webber	50
6	5036-1	2013-03-07	Sean ODonnell	50
7	5208-1	2013-08-10	Edward Hooks	50
8	5323-1	2013-11-27	Tanja Norvell	50
9	5436-1	2014-03-11	Rick Duston	50
10	5734-1	2015-01-02	Ellis Ballard	50
11	5741-1	2015-01-10	Max Jones	50
12	5797-1	2015-02-12	Michelle Moray	50
13	5832-1	2015-03-20	Sibella Parks	50

Should he expect to see this result on his screen?

1	A	В	С	Q
1	Shippin	g Data		
2				
3	Order No	Order Date	Customer Name	Order Quantity
4	6067-1	2015-09-15	Ricardo Emerson	1
5	5103-1	2013-05-22	Andy Reiter	1
6	6157-1	2015-12-28	Ken Dana	1
7	5583-1	2014-08-11	Benjamin Patterson	2
8	5278-1	2013-10-20	Cindy Stewart	1
9	5435-1	2014-03-10	Adam Hart	1
10	6320-1	2016-06-03	Jeremy Farry	3
11	5951-1	2015-06-27	Lauren Leatherbury	1
12	6248-1	2016-03-30	Ruben Dartt	2
13	6266-2	2016-04-18	Don Weiss	3

Is this what he will see?

1	Α	В	С	Q
1	Shippin	g Data		Order Quantity
2				50
3	Order No	Order Date	Customer Name	50
4	5071-1	2013-05-05	Christopher Schild	50
5	5071-2	2013-05-05	Christopher Schild	50
6	5145-1	2013-06-29	Cyma Kinney	50
7	5145-2	2013-06-29	Cyma Kinney	50
8	5160-1	2013-07-05	Berenike Kampe	50
9	5160-2	2013-07-05	Berenike Kampe	50
10	5168-1	2013-07-15	Christy Brittain	50
11	5168-2	2013-07-15	Christy Brittain	50
12	5195-1	2013-07-31	Alex Grayson	50
13	5195-2	2013-07-31	Alex Grayson	50

✓ Correct

Yes, that's correct. This is exactly what he will see. Can you work out what he did wrong? Can you figure out the right steps? Give it a go in Excel.

You need to sort a large and rather untidy data set that you just received from a different department. It correct receives such as dates, numbers and tends to lefter you use the Sort tool, what should you do first? (One or more answers are possible - partial credit will be awarded) Create borders and change font colours. Make sure that the number format for each of the columns is consistent, e.g. Currency, Accounting, Percentage. Correct Yes, that's definitely good practice. Inconsistent number formatting can produce issues down the track. Add headers to the data set. You didn't select all the correct answers Sean wants to order a subset of his data by Order Priority. He wants to see the Critical items first, followed by High. Medium. Low and then Not Specified. However, there might be a slight problem - can you guess what it is? A B C I W W 1 Shipping Data 2 I W W 2 J Shipping Data 3 Joder No Order Date Customer Name Order Priority. Total 3 Jodge 1 Journal of Journal of Welling Shada Shipping Shipp								
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