



Congratulations! You passed!

TO PASS 80% or higher

Keep Learning

GRADE

83.33%

Test your knowledge on working with spreadsheets

TOTAL POINTS 3

1. When giving a spreadsheet a title, what are some best practices to follow? Select all that apply.

0.75 / 1 point

☐ Titles should be short

☒ Titles should be clear



Correct

Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

☐ Titles should be in ALL CAPS

☒ Titles should state what the data in the spreadsheet is about



Correct

Spreadsheet titles should be short, clear, and state exactly what the data in the spreadsheet is about.

You didn't select all the correct answers

2. Fill in the blank: Data analysts can use ____ to highlight the area around cells in order to see spreadsheet data more clearly.

1 / 1 point

☐ filters

☒ borders

☐ pivot tables

☐ italics



Correct

Data analysts use borders to highlight the area around cells in order to see spreadsheet data more clearly.

3. Within a spreadsheet, data analysts use which tools to save time and effort by automating commands? Select all that apply.

0.75 / 1 point

☒ Formulas



Correct

Data analysts use formulas and functions to save time and effort by automating commands.

☒ Filters



This should not be selected

Data analysts use formulas and functions to save time and effort by automating commands.

☐ Tables

☒ Functions



Correct

Data analysts use formulas and functions to save time and effort by automating commands.