

Sorting the Table

Unit: Data Analysis and Representation (Google Sheets) - Student Practice Worksheet

Overview: One click, and Kabir became the top scorer of the match. He had not touched a bat. Anaya stared at the screen. "That is... not what happened."

Practice Questions (30 Total)

Section A - Easy

Q1. Which choice puts the largest number on top?



- ☐ A. $Z \rightarrow A$
- ☐ B. $A \rightarrow Z$
- ☐ C. Data has header row
- ☐ D. Create a filter

Q2. Which menu holds Sort range?

- ☐ A. Insert
- ☐ B. Data
- ☐ C. Format
- ☐ D. File

Q3. What happens to the rows that move during a sort?

- ☐ A. They are deleted
- ☐ B. They are hidden
- ☐ C. They are emptied
- ☐ D. They are just reordered

Q4. Sorting a column of names $A \rightarrow Z$ puts them in what order?

Anaya
Kabir
Meera

A to Z names

- ☐ A. Reverse alphabetical order
- ☐ B. Alphabetical order
- ☐ C. Random order
- ☐ D. The order the runs were scored in

Q5. What does ticking "Data has header row" before sorting actually do?

- ☐ A. Keeps the heading in row 1 instead of sorting it like data
- ☐ B. Adds a brand-new header to the sheet
- ☐ C. Deletes the old header
- ☐ D. Colours the header row blue

Q6. What is a "range" in Google Sheets?

- ☐ A. A type of chart you can insert
- ☐ B. A single formula in one cell
- ☐ C. A block of cells you have selected, like A1 to B6
- ☐ D. A menu at the top of the screen

Q7. What is the word for putting rows in a new order using the values in one chosen column?



- ☐ A. Format
- ☐ B. Range
- ☐ C. Header
- ☐ D. Sort

Q8. Which of these best describes what sorting does to a table?

- ☐ A. It calculates new totals
- ☐ B. It rearranges the rows that are already there
- ☐ C. It deletes any empty rows

- ☐ D. It adds borders automatically

Q9. Which keyboard shortcut instantly undoes a sort that went wrong?

- ☐ A. Ctrl + S
- ☐ B. Ctrl + C
- ☐ C. Ctrl + X
- ☐ D. Ctrl + Z

Q10. If you sort a column of numbers A → Z, which number ends up on top?

- ☐ A. The largest
- ☐ B. The most recently typed
- ☐ C. The smallest
- ☐ D. Whichever was originally first

Section B - Medium

Q11. Sort the whole table by Runs, Z → A. Who ends up in the first data row?

Rohan 45
Kabir 31

- ☐ A. Meera
- ☐ B. Kabir
- ☐ C. Rohan
- ☐ D. Sara

Q12. Why should you tick "Data has header row" before sorting?

- ☐ A. So the table gets a border
- ☐ B. So Player and Runs stay on top
- ☐ C. So the runs are all added up
- ☐ D. So hidden rows come back again

Q13. Anaya selects the whole table before sorting, not just one column. Why is this the safe way to sort?

- ☐ A. Every column moves together, so each row's name stays with its own number
- ☐ B. It sorts faster than selecting one column

- ☐ C. It automatically ticks the header row box
- ☐ D. It stops Ctrl + Z from working afterward

Q14. Anaya selects only column B and sorts it. What is the result?

names stay	runs move
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- ☐ A. Names stay put, so scores land on wrong players
- ☐ B. Both columns move together correctly
- ☐ C. Sheets refuses to sort one column
- ☐ D. The runs are deleted from the sheet

Q15. Ms. Rao says, "A row is one player's whole story." What is she explaining?

- ☐ A. That a name and its score belong together and must move as a pair when sorting
- ☐ B. That every row must have exactly one border
- ☐ C. That each player can only appear once per season
- ☐ D. That the header row tells a story about the class

Q16. After undoing her mistake with Ctrl + Z, what should Anaya do differently the second time she sorts?

- ☐ A. Sort the Player column only, then the Runs column separately
- ☐ B. Select just the Runs column and sort it first
- ☐ C. Select the whole table, A1 to B6, then use Data ■ Sort range
- ☐ D. Turn off Ctrl + Z before sorting

Q17. This table is sorted correctly by Runs, Z → A, with the header row ticked. Which player is now on the SECOND data row?

Runs header stays
45 then 31

- ☐ A. Anaya
- ☐ B. Meera
- ☐ C. Kabir
- ☐ D. Sara

Q18. Which word describes the block of cells Anaya selected, from A1 to B6, before sorting properly?

- ☐ A. A formula
- ☐ B. A header
- ☐ C. A filter
- ☐ D. A range

Q19. Sara's real score is 12, but after a bad single-column sort her Runs cell now shows 45. What actually happened?

- ☐ A. Sara's actual score changed to 45
- ☐ B. Sheets made a calculation error
- ☐ C. Sara's row was deleted and a new one was added
- ☐ D. Only the Runs column moved, so a different score landed beside Sara's name

Q20. If a column of names is sorted Z → A, what order do you get?

- ☐ A. Alphabetical order, A first
- ☐ B. Reverse alphabetical order, Z first
- ☐ C. The order the scores were entered
- ☐ D. A random shuffled order

Section C - Challenge

Q21. The whole table is sorted by Player, A → Z. What is the new order of the Runs column, top to bottom?

Anaya	
Kabir	sort Player A-Z
Meera	

- ☐ A. 24, 31, 18, 45, 12
- ☐ B. 12, 18, 24, 31, 45
- ☐ C. 45, 31, 24, 18, 12
- ☐ D. 18, 24, 45, 12, 31

Q22. Kabir claims that sorting by Runs Z → A gives the exact same table as sorting by Player A → Z and then flipping the whole list upside down. Is he right?

- ☐ A. Yes, because Rohan ends up first in both of the resulting orders
- ☐ B. Yes, because reversing alphabetical order always matches reverse score order

- ☐ C. No — Runs $Z \rightarrow A$ gives Rohan, Kabir, Anaya, Meera, Sara, but Player $A \rightarrow Z$ flipped gives Sara, Rohan, Meera, Kabir, Anaya; the two orders differ
- ☐ D. No, because Google Sheets cannot sort by two columns in the same afternoon

Q23. Is there ever a genuinely safe time to select and sort just ONE column in a sheet that also has other related columns beside it?

- ☐ A. Yes, always — one column is enough as long as you remember the names
- ☐ B. Yes, but only if you sort it $A \rightarrow Z$
- ☐ C. No, because $\text{Ctrl} + Z$ cannot undo a column-only sort
- ☐ D. Only if that column stands completely alone, with no other column depending on which row it sits in

Q24. After the wrong single-column sort, the Runs column reads 45, 31, 24, 18, 12 while the names still read Meera, Anaya, Rohan, Sara, Kabir in their original order. How many of the five players end up with their correct score?

Meera	45
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- ☐ A. All five
- ☐ B. None of the five
- ☐ C. Exactly one, Rohan
- ☐ D. Exactly two, Meera and Kabir

Q25. A table has three columns: Player, Runs and Team. Anaya selects only Player and Runs, sorts by Runs $Z \rightarrow A$, and leaves Team unselected. What happens?

- ☐ A. Team stays in its old row order, so a player may now be shown with the wrong team
- ☐ B. Team is automatically deleted from the sheet
- ☐ C. Team follows the sort anyway, because it sits right next to the other columns
- ☐ D. Sheets blocks the sort until all three columns are selected

Q26. Anaya sorts by one column, then makes three more edits before she notices her mistake. She presses $\text{Ctrl} + Z$ once. What actually happens?

- ☐ A. One $\text{Ctrl} + Z$ always undoes every change back to the very start
- ☐ B. $\text{Ctrl} + Z$ only works within ten seconds of the original mistake
- ☐ C. The sort can no longer be undone once new data has been typed

- ☐ D. She would need to press Ctrl + Z once for each edit made after the bad sort, to get back to it

Q27. The whole table is sorted correctly by Player, Z → A. Which name is now in the very first data row?



- ☐ A. Anaya
- ☐ B. Sara
- ☐ C. Meera
- ☐ D. Kabir

Q28. A table has Player, Runs and Team columns. Anaya wants to find the single highest scorer as fast as possible, once she has already selected the whole table. Which column should she choose to SORT BY?

- ☐ A. The Player column
- ☐ B. The Team column
- ☐ C. The Runs column
- ☐ D. Any column, it does not matter

Q29. After Anaya sorts the whole table correctly by Runs, Z → A, what happens to the total number of runs scored by the whole team?

- ☐ A. It stays exactly the same, because sorting only reorders rows and never adds or removes values
- ☐ B. It increases, because the bigger numbers are now on top
- ☐ C. It decreases, because some rows moved further down
- ☐ D. It cannot be worked out until the sort is undone

Q30. Compare Anaya's broken single-column sort with her later whole-table sort. What actually changed between the two, and what stayed exactly the same?

- ☐ A. The row order changed in one but not the other; the actual runs scored by each player also changed between the two attempts
- ☐ B. Only the ORDER of the rows differs between the two; the five real name-and-score pairs are the same people and scores both times, just paired correctly in one and not the other
- ☐ C. Both attempts show the exact same order, because Google Sheets always sorts the same way regardless of what is selected

- ☐ **D.** The header row disappeared in the broken version and reappeared in the fixed one

Answer Key

Q1: (A) (a) $Z \rightarrow A$. Option (b) is the easy slip: $A \rightarrow Z$ sounds like "first", but for numbers it means smallest first, so the biggest score would end up at the bottom.

Q2: (B) (b) Data. Format in (c) is the tempting one, because sorting changes how the table looks — but Format only changes appearance, while sorting changes the order of the data itself.

Q3: (D) (d) They are just reordered. Option (b) is tempting because rows do disappear from where you last saw them — but they have moved to a new position, not been hidden away.

Q4: (B) (b) Alphabetical order. Option (a), reverse alphabetical, is the trap — that is what $Z \rightarrow A$ does, not $A \rightarrow Z$.

Q5: (A) (a) It keeps the heading in row 1 instead of sorting it in with the numbers or names. Option (b) is tempting because it sounds like a helpful extra step, but the tick box never adds anything new — it only protects the header that is already there.

Q6: (C) (c) A block of cells you have selected, like A1 to B6. Option (d) is the mix-up to avoid — a range is the cells themselves, not the menu you use to sort them.

Q7: (D) (d) Sort. Option (b), range, is the mix-up — a range is the block of cells you select, not the action of putting them in order.

Q8: (B) (b) It rearranges the rows that are already there. Option (a) is the trap this whole topic warns about: sorting never calculates or changes a single value, it only moves rows around.

Q9: (D) (d) Ctrl + Z. Option (a), Ctrl + S, is the tempting slip because it is also a common shortcut — but that one saves the file, it does not undo anything.

Q10: (C) (c) The smallest. Option (a), the largest, is the classic slip — $A \rightarrow Z$ feels like it should mean "biggest first", but for numbers it always means smallest first.

Q11: (C) (c) Rohan, with 45 — the highest score. Meera in (a) is the trap: she is first in the table now, but sorting moves her down to fourth, because 18 is the second smallest score.

Q12: (B) (b) So the words Player and Runs are treated as a heading and stay in row 1. Without the tick they are sorted like ordinary data, and the word "Runs" can end up in the middle of the scores.

Q13: (A) (a) Every column moves together, so each row's name stays paired with its own number. Option (c) is the tempting shortcut-thinking answer — selecting the whole table does not tick anything for you, that is still a separate step in the sorting box.

Q14: (A) (a) The names stay put while the runs move, so every player is shown with somebody else's score. Option (c) is the comforting wrong answer — Sheets does not stop you, which is exactly why this mistake is so easy to miss.

Q15: (A) (a) That a name and its score belong together and must move together whenever the table is sorted. Option (d) is the tempting misdirection — it borrows the word "story" but has nothing to do with what Ms. Rao actually meant.

Q16: (C) (c) Select the whole table, A1 to B6, then use Data ■ Sort range, so every column moves together. Option (a) is the trap dressed up as a fix — sorting the two columns separately is just the original mistake done twice instead of once.

Q17: (C) (c) Kabir, with 31 — the second-highest score after Rohan's 45. Option (a), Anaya, is the trap: her 24 looks respectable, but it is only the third-highest score, not the second.

Q18: (D) (d) A range. Option (c), a filter, is the tempting mix-up because it is another real Sheets feature — but a filter hides rows temporarily, it does not put them in a new order.

Q19: (D) (d) Only the Runs column moved, while Sara's name stayed exactly where it was, so a different score landed beside it. Option (a) repeats this topic's core trap: no sort, good or bad, ever changes what a score actually was.

Q20: (B) (b) Reverse alphabetical order, Z first. Option (a) is the mix-up — that describes $A \rightarrow Z$, the exact opposite direction.

Q21: (A) (a) 24, 31, 18, 45, 12 — alphabetical order is Anaya, Kabir, Meera, Rohan, Sara, and each name keeps its own score. Option (b) is the trap: it sorts the numbers themselves smallest to largest, which is not the same thing as sorting the names and letting their scores follow.

Q22: (C) (c) No — sorting by Runs $Z \rightarrow A$ gives Rohan, Kabir, Anaya, Meera, Sara, while sorting by Player $A \rightarrow Z$ and flipping it gives Sara, Rohan, Meera, Kabir, Anaya. The two lists do not match. Option (a) is the trap: both orders do happen to start with Rohan, but one shared name at the top does not make the rest of the list the same.

Q23: (D) (d) Only if that column stands completely alone, with nothing else depending on its row position. Option (a) is exactly the false confidence that caused Anaya's original mistake — remembering the names does not stop Sheets from breaking the pairing.

Q24: (B) (b) None of the five — checking row by row, every single player is now shown with somebody else's score. Option (c) is the tempting guess because Rohan's real score, 45, happens to still appear in the table, but it has landed on Meera's row, not his own.

Q25: (A) (a) Team stays in its old row order, so a player can now be paired with the wrong team — the same mistake as the Runs column, just with a third column instead of two. Option (c) is the false comfort: sitting next to a selected column does not pull an unselected one along.

Q26: (D) (d) She would need to press $\text{Ctrl} + Z$ once for each edit made afterward, since undo steps back through actions one at a time, most recent first. Option (a) is the tempting shortcut — undo does not jump straight back to the start in a single press.

Q27: (B) (b) Sara — reverse alphabetical order runs Sara, Rohan, Meera, Kabir, Anaya. Option (d), Kabir, is the tempting guess because he has the second-highest score, but $Z \rightarrow A$ on the Player column sorts by letters, not by runs.

Q28: (C) (c) Runs, sorted $Z \rightarrow A$, so the highest scorer lands in the very first row. Option (d) is the trap — the column chosen to sort by is exactly what decides which value ends up on top, so it matters completely.

Q29: (A) (a) It stays exactly the same — sorting only reorders rows, it never adds, removes or changes a single value. Option (b) repeats this topic's core mix-up: moving a big number nearer the top does not make the total any bigger.

Q30: (B) (b) Only the order of the rows differs — the five real name-and-score pairs are exactly the same people and scores in both attempts, just correctly paired in one and scrambled in the other. Option (a) is the trap this whole topic exists to correct: no sort, broken or fixed, ever changes what a player actually scored.

You've got this! Keep learning and shining! - Ruchi Math Coaching