

1. After you build a PivotTable report, you can't change the layout.

- True.
- False.

2. What are PivotTable fields?

- Columns from the source data.
- The area where you pivot data.
- The PivotTable report layout area.

3. In the PivotTable Field List, you can tell which fields are already displayed on the report.

- True.
- False.

4. How do you remove a field from a PivotTable report?

- In the **Drag fields between areas below** area of the **PivotTable Field list**, click the arrow beside the field name, and then select **Remove Field**.
- Right-click the field you want to remove, and then on the shortcut menu, select **Remove "Field Name"**.
- Clear the check box beside the field name in the PivotTable Field List.
- All of the above.

5. The first field you add to a PivotTable report that does not contain numbers will automatically be added in the _____ part of the report.

- Column Labels.
- Report filter.
- Row Labels.

6. As you learned in the practice, when you see a plus sign (+) beside a field, there is more detail about the field in the report.

- True.
- False.