



A. Multiple Choice Questions

- Which chart type displays data in the form of a circle?
 (a) Line (b) Pie (c) Bar
- The special window that displays data, when we insert a chart, is :
 (a) Datasheet (b) Database (c) Sheet
- _____ are the horizontal and vertical lines that make it easier to read a chart.
 (a) Crosslines (b) Gridlines (c) Graphline
- A _____ chart is usually used to display data as part of a whole for more than one data series.
 (a) Pie (b) Doughnut (c) Area
- Which of these is the rectangular area bounded by the two axes?
 (a) Legend (b) Data Label (c) Plot Area

B. Fill in the blanks.

- The x-axis is also known as the category axis.
- The Legend identifies the data series.
- Data Series are the bars or slices that show data values.
- Column chart displays data in the form of vertical bars.
- A sparklines is a miniature chart embedded in a single cell of the worksheet.

C. State True or False.

- A chart is updated automatically with the change in data. True
- X-axis is the horizontal axis. True
- The Plot area includes all objects and elements in a chart. false
- A doughnut chart represents only one data series. false
- We cannot move a chart on the worksheet. false

D. Write one word for the following.

- Rectangular area bound by X and Y axes in a chart Plot Area
- Alternative name of the x-axis in a chart category axis
- Name at the top of a chart to indicate the aim of the chart chart Title
- The bars or slices that represent the data values on the chart Data Series
- It indicates the key to the different colours used to shade the columns in a chart Legend

How is column chart different from a bar chart?

Both the Bar and the Column charts display data using rectangular bars where the length of the bar is proportional to the data value. Both the charts are used to compare two or more values. A bar chart is oriented horizontally whereas the column chart is oriented vertically.

What is difference between Chart area and Plot area?

Chart area includes charts to represent the data; on the other hand, the plot area includes only the graphical representation of the chart.

Since the chart area occupies more space, it is bigger in size whereas the plot area occupies only less space and is small in size.

Write the steps to change the Chart type.

Do one of the following:

- To change the chart type of the whole chart, click the chart area or plot area of the chart to display the chart tools.
- On the Design tab, in the Type group, click Change Chart Type.
- In the Change Chart Type dialog box, click a chart type that you want to use.

What is the use of Gridlines in a chart in Excel?

Grid lines are lines that cross the chart plot to show axis divisions. Grid lines help viewers of the chart see what value is represented by an unlabeled data point. Especially for large or complicated charts, grid lines give valuable cues to the viewer. Grid lines come in two types: major and minor.

Write the steps to insert spark lines in a sheet?

To insert a spark lines in a sheet:

- Step1: Select the range of cells that contains the data.
- Step 2: Select any option in the spark lines group on the insert tab. The Create spark lines dialog box appears.
- Step 3: As the data range is already selected, select the locations range, where the spark lines are displayed.
- Step 4: The spark lines will be included in the sheet as shown.