



UNIT-IV

Charts In MS Excel 2007

Exercises

A. Multiple Choice Questions.

1. Information represented in charts is in a manner.

(a) scattered (b) unarranged (c) **compact**

2. Shortcut key to print a chart or a worksheet is

(a) Ctrl + F2 (b) **Ctrl+P** (c) Ctrl+A

3. A/An chart shows the trend of values over time or categories.

(a) Bar (b) **Area** (c) Scatter

B. Fill in the Blanks

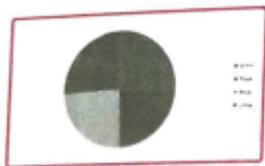
1. A picture showing data is called **Chart or graph**.

2. Charts are easier to **understand** and **Compare**.

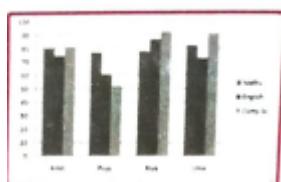
3. **Legend** identifies each data series in a unique colour or pattern.

4. Chart Styles group is present in **Design** tab of the Ribbon.

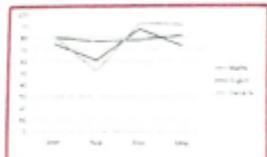
C. Match the following charts with their names



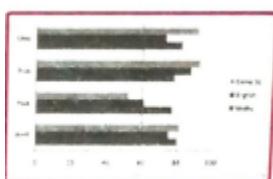
- Pie chart



- Column Chart



- Line Chart



- Bar Chart

D.QuiZ

1. Name the shortcut key used to print a worksheet.

Ctrl+P

2. Name any two types of Column charts present in MS Excel 2007.

- ✓ **2 -D Column**
- ✓ **3-D Column**
- ✓ **Cylinder**
- ✓ **Cone**
- ✓ **Pyramid**

E.Very Short Answer Questions

1. Name the subtypes of Pie charts.

- ✓ **2-D Pie**
- ✓ **3-D Pie**

2. What happen to a chart when you change data or text in a worksheet?

CHANGING DATA AND TEXT IN A CHART

Excel chart data and text are linked to the data and text in a worksheet from which the chart is created. So any changes in the worksheet will automatically update the chart.



3. How do you resize a chart?

To resize a chart proportionally,
drag the corner handle on the
chart diagonally.

F. Short Answer Questions

1. What is a chart?

➤ A pictorial representation of numeric data is called a **chart or graph**.

2. How do you delete data from a chart?



DELETING DATA AND TEXT IN A CHART

To delete data from an Excel chart, you have to delete data from the related worksheet.

3. How do you change the chart type of an existing chart?

Changing The Chart Type

To change the type of a chart currently on your worksheet, follow the given steps:

Step-1 Double-click the chart. The **Design** tab opens displaying the various Chart Tools.

Step-2 Click **Change Chart Type** option from the Type group. The Change Chart Type dialog box appears.

Step-3

✓ Choose the new chart type and its subtype.

Step-4

✓ Click the **OK** button. Your chart gets changed.



G. Long Answer Questions

1. How do you create a chart in Excel?

- ✓ You can create charts at two different places:
 - In the current worksheet
 - As an object in separate sheet in the current workbook

Method 1:

- ✓ Select the cells and press the **F11 key**.
- ✓ Excel automatically creates a chart for you and a new **Chart tab** appears along with the sheet tabs.
- ✓ This is the shortest and easiest way of creating a chart.

Method 2:

- ✓ **To create a chart of your choice**, follow the given steps:

Step-1

- ✓ Select the cells within the table.

Step-2

- ✓ Click the **Insert** tab on the Ribbon.

Step-3

- ✓ Select the type of chart you want from the Charts group.
- ✓ Here, we are selecting Column chart type.

Step-4

- ✓ Now, select the chart subtype from the drop down list.
- ✓ This creates the desired chart for you on the current worksheet.

As the chart gets created, **three** new tabs appear on the Ribbon : **Design tab, Layout tab and Format tab** which display the various Chart Tools.



2. Explain the following charts:

(a) Line chart

- ✓ A **Line chart** shows the different trends in data at equal intervals.
- ✓ It shows data in different styles of lines varying at equal intervals.

(b) Pie chart

- ✓ A **Pie chart** shows one data series in the form of the comparative size of things that make up the data series to the sum of the items.

(c) Column chart

- ✓ A **Column chart** shows the data changes over a period of time or illustrates comparisons among items.