



## 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

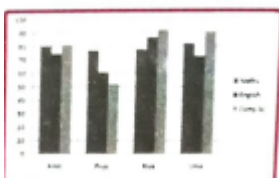
##### B. Fill in the Blanks

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.

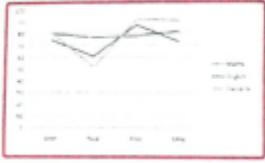
##### C. Match the following charts with their names



- 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.