

Class – VII	Subject – Computer
Lesson – 02 (Charts in Excel)	Session - 01

Class Notes

A. Fill in the blanks.

1. X-axis value is the _____ axis of the chart, whereas Y-axis value is the _____ axis of the chart.
2. Spark lines can be used with any numerical data in a format.
3. Specifies the color, symbol or pattern used to mark data series.
4. A combo chart in Excel displays two chart types such as _____ and _____ on the same chart.
5. Every workbook contains at least one _____ by default.

Answers:-

1. Horizontal, Vertical
2. Tabular
3. Legend
4. Column and Line
5. Worksheets

B. Write T for true and F for false.

1. Histogram is not a type of chart in Excel.
2. Chart data and text are linked to the data and text in a worksheet from which the chart is created.
3. Excel has several predefined styles that you can use to change the color and format of your chart.
4. When the chart is created you will get the three new tabs Home, Insert and View on the Ribbon.
5. A bar chart organizes the categories along the vertical axis and the values along the horizontal axis.

Answers:-

1. F
2. T
3. T
4. F
5. T

C. Multiple Choice Questions.

1. The _____ chart depicts each slice in a different color.
 - a) Bar
 - b) Pie
 - c) Line
 - d) Column

2. A chart will be automatically displayed by selecting the data on a worksheet and pressing _____ key on the keyboard.
 - a) F9
 - b) F10
 - c) F11
 - d) F12

3. _____ is used to quickly add information to multiple worksheets at the sametime.
 - a) Grouping
 - b) Consolidation
 - c) Chart
 - d) Function

4. _____ is a type of chart in Excel.
 - a) Radar
 - b) Sunburst
 - c) Histogram
 - d) All of these

5. _____ is a tiny graph that resides in a single cell.
 - a) Area
 - b) Line
 - c) Scatter
 - d) Sparkline

Answers:-

- 1) Pie
- 2) F11
- 3) Grouping
- 4) All of these
- 5) Sparkline

D. Answer the following questions.

a) Why do we create charts in Excel?

Ans:- Chart is a graphical representation of data. Charts allow users to understand data better and also predict future data.

b) What is a combo chart?

Ans:- A combo chart in Excel displays two chart types such as column and line on the same chart. They are used to show different types of information on a single chart.

c) What is Legend? What do you understand by X-axis and Y-axis of a chart?

Ans:- Legend is most often located on the right hand side of the chart and can sometimes be surrounded by a border. It is linked to the data being graphically displayed in the plot area of the chart. Legend is also known as chart's key.

X-axis value is the horizontal axis of the chart. It is used to plot the values. Y-axis value is the vertical axis of the chart. It is used to plot the values.

d) Why do we group worksheets?

Ans:- Every workbook contains at least one worksheet by default. When working with a large amount of data, you can create multiple worksheets to help organize your workbook and make it easier to find content. You can also group worksheets to quickly add information to multiple worksheets at the same time.

e) What do you understand by consolidating data?

Ans:- Data Consolidation allows you to gather together your data from separate worksheets into a master worksheet. In other words, the Data Consolidation function takes data from a series of worksheets or workbooks and summarizes it into a single worksheet that you can update easily.

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Note - Students are instructed to write the above content in their computer notebook & prepare it as well.