Class – 7th Subject – Computer

Chapter 5 – Creating Charts in MS – Excel

A. Tick the correct answer.
   1. (c) Compact
   2. (b) Ctrl + P
   3. (a) Standard toolbar
   4. (c) igloo
   5. (c) Floor
   6. (a) Line Chart

B. State whether the following statements are True or False:
   1. True
   2. False
   3. True
   4. False
   5. False

C. Fill in the blanks.
   1. Radar
   2. View
   3. Chart Area
   4. Legend
   5. Categories

D. Match the following charts with their names.
   a) Bar Chart
   b) Pie Chart
   c) Column Chart

d) Line Chart

E. Very short answer type questions.

1. The four types of charts that can be made in MS – Excel are Line Chart, Column Chart, Bar Chart, and Pie Chart.
2. The four components of a chart are Data series, X- axis, Y – axis, Chart title.
3. To resize a chart proportionally, drag the corner handle on the chart diagonally.
4. The term that is used to show the data values on the chart is **Data Series.**
5. (i) Click the **Data Table** tab. You can select the check box **show data table** to display the table of data from which the chart was drawn, along with the chart. Click **Next** to display the **chart location** dialog box.

   (ii) In the **chart location** dialog box, you can choose the chart to be placed on a new worksheet (by selecting the **As new sheet** option) by choosing **As object** in and selecting the desired worksheet from the dropdown menu.

F. Short Answer type questions.

1. Charts are pictorial representation of data. Charts provide more accurate overview of information. Charts are more attractive and appealing than a simple presentation.

   There are many advantages of charts:

   a. Charts are present data and information in an attractive manner.

b. Charts can present data and information in a compact manner.
c. Charts are easier to understand and compare.
d. Charts have a more lasting effect on the mind than a data statement.

2. A **bar chart** shows comparisons among individual items. The categories are organized vertically and the values are organized horizontally. A bar chart can be described as a column chart drawn sideways.

   A **column chart** shows data changes over a period of time. It is deal for showing comparisons between various objects or persons taken as data over a specified period of time.

3. The chart area is the total region where a chart and its components are found.

   The plot area is that part of a chart area where your data is actually plotted. The Plot area of a chart is bounded by two axis (X – axis and Y – Axis) in a 2 – D chart. In a 3 – D chart the Plot area is bounded by walls (vertical areas), and floor (base area).

4. (a) **Pie Chart:** The Pie chart is used to represent data for a single data series. It is best suited when you want to show the division of elements of a whole. Each data point is represented by 'one slice' of the circular pie chart. The size of each 'slice' is proportional to the value it represents; so all the data points taken together make the complete circle.

   (b) **XY (scatter) chart** : An XY (scatter) chart is useful for trends of collection of revenue in a company over uneven intervals plotted on the X – axis. An XY (scatter) chart plot each point with a marker and connects the points in each series with a

line. The XY chart is sometimes referred to as a scatter chart because it is often used without any lines connecting the dta markers.

© **Doughnut Chart**: A Doughnut chart shows the relationship of parts to a whole. It can contain more than one data series.

5. (a) **Legend** : it identifies each data series. A unique color or pattern is assigned to each data series to make it easier to distinguish between them visually.

   (b) **Gridlines**: The gridlines are the horizontal and vertical lines drawn on the plot area.the gridlines make it easy for a person to read the chart. You can however hide the gridlines, if you so desire.

   © **Data Label** : this is a label that provides additional information about a data marker, which represents a single data item or value coming from a worksheet cell.