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Subject: Computer

Topic: CHARTS IN EXCEL

Class: 8A & 8B

A. Fill in the blanks:

1. **F11** function key is used to insert a chart instantly in a worksheet.
2. The mini charts that fit into a single worksheet cell to provide the visual presentation of the data are known as **sparklines**.
3. **Legend** depicts the colours, patterns, and symbols assigned to the data series.
4. **Radar** chart looks similar to a spider net.
5. **Chart Title** describes the aim and the contents of the chart.

B. State True or False:

1. A chart is a textual representation of data in a worksheet. **False**
2. Area chart displays data in the form of long rectangular rods called bars. **False**
3. Line charts is in the form of lines and is used to illustrate trends in data at equal intervals. **True**
4. Scatter charts is the default chart type in Excel. **False**
5. Stock chart has been designed specifically for plotting data related to stock and shares. **True**

C. Application Based Questions:

1. Ritu is a student of class VII. Her geography teacher has asked her to prepare a chart on the population of four Metro cities of India. Suggest her the chart type that suits her project?
The chart type that suits her project to prepare a chart on the population of four Metro cities of India is the BAR CHART.
2. Tripti has created a chart. She wants to improve the appearance of her chart by changing the background colour of its Plot area. Which option will you suggest her to perform this task?
To change the background colour of its Plot area the option to perform this task is the Format Chart Area Option.

D. Multiple Choice Questions:

1. What type of chart is used to emphasize the magnitude of change over time?
a. Pie Chart **b. Area Chart** c. Bar Chart
2. **Stock** chart is designed specifically for plotting data values related to stocks and shares.
a. Pie Chart b. Multi-tasking **c. Stock**
3. What is the other name for the horizontal axis of a chart?
a. Y-axis b. Value axis **c. Category axis**

4. Which type of chart is used for presenting huge amount of data?
a. **Line Chart** b. Bar Chart c. Scatter Chart
5. **What is the other name for XY chart?**
a. Area Chart b. Bar Chart c. Scatter Chart

E. Answer the following:

1. What is a chart?

A chart is a graphical representation of data in a worksheet. It is an effective way to display data in a pictorial form. It helps to provide a better understanding of large quantities of data. Charts make it easier to draw comparison and see growth and relationship among the values and trends in data. They provide an accurate analysis of information.

2. How is a Column chart different from a Bar Chart?

The difference between Bar Chart and Column Chart are:

Bar Chart:

- a. It illustrates the data comparison between individual items.
- b. It displays data in the form of long rectangular data in the form of long rectangular rods called bars that are placed vertically or horizontally on the Chart area.
- c. In this type of chart categories are represented on the vertical axis and values are represented on the horizontal axis. Excel.

Column Chart:

- a. This chart is used for displaying data that shows different trends over a period of time.
- b. It is the default chart type of MS Excel. It is quiet easy to understand.
- c. In this type of chart, categories are organized horizontally, and values vertically to emphasize the magnitude of change over a period of time.

3. Name the different components of a chart.

The various components of a chart are the following: Chart Area, Category Axis, Value Axis, Data Series, Category Name, Plot Area, Legend, Chart Title, and Gridlines.

4. What is a Pie Chart? Describe its features.

The Pie chart displays data in the form of a circle that is divided into a series of segments. These segments show the relative size of each item in the chart. It always shows only one data series and is useful when you want to emphasize on a significant element. This chart type works best with smaller number of values.

5. Differentiate between Category Axis and Value Axis of a chart.

The difference between Category Axis and Value Axis is:

Category Axis: Category axis or X-axis is the horizontal axis of a chart.

Value Axis: Value axis or Y-axis is the vertical axis used to plot the values. It is located at the left side.

6. Explain the process of resizing a chart.

To resize the chart, position the mouse pointer on any of the corner border of the chart. The mouse pointer changes into a double headed arrow. Drag the handle in the desired direction to change the size.

7. How can a chart be moved to another location?

To move a chart, place the cursor on the Chart Area. A four-headed arrow appears, press and drag it in order to move the chart in any direction. Release the mouse button to place it at the desired location.
