

# Chapter 3

## WORKSHEET

### I. Fill in the blanks.

1. Charts provide a \_\_\_\_\_ view of the data.
2. The two sides of the rectangular plot are defined by the \_\_\_\_\_ and \_\_\_\_\_ axes.
3. The \_\_\_\_\_ chart helps in comparing trends in data at equal intervals.
4. In a \_\_\_\_\_ chart, each value is shown as a slice of the pie.
5. Under the \_\_\_\_\_ tab, the commands for formatting the numbers and text on a chart are available.

### II. State whether the following statements are True (T) or False (F).

1. The line chart is one of the most frequently used chart types. \_\_\_\_\_
2. Bar charts are used to show trends over a period of time. \_\_\_\_\_
3. A bar chart is a visualisation that combines two or more chart types into a single chart. \_\_\_\_\_
4. The Design tab is used for changing the chart type. \_\_\_\_\_
5. The value of each column cannot be displayed on a chart. \_\_\_\_\_

### III. Tick (✓) the correct option.

1. Which of these is not a component of a chart?

(a) Data series	<input type="checkbox"/>	(b) Legend	<input type="checkbox"/>
(c) Gridlines	<input type="checkbox"/>	(d) Ruler	<input type="checkbox"/>
2. X is the \_\_\_\_\_ axis in a chart.

(a) vertical	<input type="checkbox"/>	(b) horizontal	<input type="checkbox"/>
(c) slanting	<input type="checkbox"/>	(d) curved	<input type="checkbox"/>

3. Y is the \_\_\_\_\_ axis on a chart.

(a) vertical

(b) horizontal

(c) slanting

(d) curved

4. Which of these is a type of chart?

(a) Doughnut chart

(b) Slice chart

(c) Wave chart

(d) Tabular chart

5. To change the chart type, select the:

(a) Design tab

(b) Edit tab

(c) View tab

(d) Home tab