3. Creating Charts in MS Excel 2013

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 ☐   (b) Legend ☐

   (c) Gridlines ☐   (d) Ruler ☐

2. X is the _____ axis in a chart.

   (a) vertical ☐   (b) horizontal ☐

   (c) slanting ☐   (d) curved ☐

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 ☐