

## Answers To Text Questions

## Chapter-4 : Charts In MS Excel 2007

## Multiple Choice Questions

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Ans 1. (a)                      2. (c)                      3. (c)

## Exercises

## A. Multiple Choice Questions

Ans 1. (c)                      2. (b)                      3. (b)

## B. Fill in the blanks

Ans 1. chart or graph                      2. understand, compare  
3. Legend                      4. Design

## C. Quiz

Ans 1. When we change data or text in a worksheet, Excel automatically updates the chart.

Ans 2. Cylinder, 3-D Column

## D. Very Short Answer Questions

Ans 1. Sub types of Pie charts present in MS Excel 2007 are 2-D Pie and 3-D Pie.

Ans 2. We resize a chart by dragging the corner handle of the chart diagonally.

## E. Short Answer Questions

Ans 1. A pictorial representation of numeric data is called a **chart** or **graph**.

Ans 2. We delete data from the chart by deleting data from the related worksheet.

Ans 3. Steps to print a chart are :

Step-1 : Select the chart.

Step-2 : Click the Office button.

Step-3 : Click the Print option. The Print dialog box appears.

Step-4 : Click the OK button.

## F. Long Answer Questions

Ans 1. Steps to create a chart :

Step 1 : Create a worksheet.

Step 2 : Select the cells.

Step 3 : Click Insert tab.

Step 4 : Choose the desired chart type from Charts group.

Step 5 : Select the chart subtype.

- Ans 2. (a) **Line Chart** : A line chart shows trends in data at equal intervals. It shows data in different styles of lines varying at equal intervals.
- (b) **Pie Chart** : This shows one data series in the form of the comparative size of things that make up the data series to the sum of the items.
- (c) **Column Chart** : A column chart shows data changes over a period of time or illustrates comparisons among items.

### G. Computer In Everyday Life

Ans Steps to change chart type :

Step-1 : Double-click the chart.

Step-2 : Click Change Chart Type from the Type group of Design tab.

Step-3 : Choose the new chart type and its subtype from the dialog box.

Step-4 : Click the OK button.

### Fun Zone

#### A. Lab Work

Ans To be done by the students.

#### B. Computers In Science

Ans To be done by the students.