Lesson – 3 Charts in Excel

Worksheet 5: Answer in one word/sentence.

Q. 1. What can we use in Microsoft excel to represent the data in a graphical way?

Ans. Graphs

Q. 2. What is the group of related values, like all Data in a Row or Column of a Datasheet called?

Ans. Data series

Q. 3. Which axis generally shows the category of plotted Data points and is also known as category axis?

Ans. X-axis

Q. 4. Which axis shows the value of plotted Data-points?

Ans. Y-axis

Q. 5. What does a pie chart represents?

Ans. Proportional size of the item.

Q. 6. Which Tab in Excel will you use to create a Chart?

Ans. Insert Tab.

Q. 7. What is contextual tab?

Ans. The tab which appears specific to the selected option.

Q. 8. How categories and values are organized in a column chart?

Ans. Categories along x-axis and values along y-axis.

Q. 9. What is Sparkline and its use?

Ans. A Sparkline is a tiny chart in a worksheet cell.

Worksheet 6: Answer the following:

Q. 1. Explain about the various chart types.

Ans. **Column Chart:** In column charts, categories are typically organized along the horizontal axis (x-axis) and values along the vertical axis (y-axis).

Line Chart: A Line chart shows a trend in data at equal intervals. Line charts are useful for depicting the change in a value over a period of time.

Pie Chart: A pie chart shows the proportional size of the items included in a single data series.

Bar Chart: Bar charts are very similar to Column charts, the only difference is that bars are horizontal Bar chart types are the best chart types for comparing multiple set of values.

Q. 2. Write about the axis of a chart.

Ans. **Y-axis:** The Y-axis is shows the value of plotted Data points. This is also called the Value axis.

X-axis: The X-axis generally shows the category of plotted Data points. This is also called the Category axis. A category axis becomes a time scale axis when the Axis Type is set to Date or Time axis.

Q. 3. What are Data series and Legends in a chart?

Ans. **Data Series:** The Data series is a group of related values, like all Data values in a Row or a Column of the Data sheet.

Legends: Legends are used to represent the Data series. These Legends are associated with a pattern or colour, which is associated with the series and placed on the Chart.

Q. 4. What will happen if you change a value in the data from where you have created the chart?

Ans. The chart will adjust according to new values.

Q. 5. What do you know about Sparklines?

Ans. A sparkline is a tiny chart in a worksheet cell that provides a visual representation of data. A sparkline can display a trend based on adjacent data in a clear and compact graphical representation.