



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -2(Answer Key)

### Topic – Charts

Subject: COMPUTER Class - 7

F.M:15

Chapter: Working with Data in MS Excel

Date: 05/05/2020

### Choose the correct answer for each question:

**15x1=15**

- The pictorial representation of data in Excel.
  - Clip Art
  - Charts**
  - Pictures
  - Symbols
- Excel has \_\_\_\_\_ basic chart types.
  - nine
  - ten
  - eleven**
  - twelve
- Examples of 3-D chart:
  - Cylinder
  - Cone
  - Pyramid
  - all of these**
- Which among the following is not an example of 2-D chart?
  - Column
  - Line
  - Pyramid**
  - Pie

6. Which tab consists of Chart option?

- a. **Insert**
- b. Calculation
- c. Formula
- d. none of these

7. The tool that appears on selecting a chart in Excel:

- a. **Chart**
- b. Format
- c. Design
- d. None of these

8. Once a chart is inserted, to change the chart type, we go to \_\_\_\_\_ tab.

- a. Home
- b. **Design**
- c. Layout
- d. Format

9. Chart title option is available in \_\_\_\_\_ tab.

- a. Home
- b. Design
- c. Format
- d. **Layout**

10. Once a chart is created, any change in the data will be reflected in the chart.

- a. **True**
- b. False

11. Under which tab and grouping of commands will you find the Legend option?

- a. Layout --> Insert
- b. **Layout --> Labels**
- c. Design --> Type
- d. Design → Chart Layouts

12. Which among the following is not present in Labels group of Layout tab?

- a. Chart titles
- b. **Change chart type**
- c. Legends
- d. Axis titles

13. Gridlines is present in \_\_\_\_\_ tab.

- a. Home
- b. Insert
- c. **Layout**
- d. Format

14. Data graphed as slices of a circular area is a

- a. bar chart
- b. scatter plot
- c. **pie chart**
- d. column chart

15. The box on the chart that contains the name of each individual record is called the \_\_\_\_\_.

- A. cell
- B. title
- C. axis
- D. **legend**

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