

Chapter -3 Creating Charts

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Answer in one word/sentence:-

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

Ans-1. In Microsoft Excel we can represent data graphically in the form of charts.

Q.2 . What is the group of related values, like all data in a row or column of a datasheet called?

Ans-2. Data series is a group of related values, like all the Data values in a row or column of a datasheet.

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

Ans-3. The X-axis generally shows the category of the plotted data points. This is also called the category axis.

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

Ans-4. Y-axis shows the value of the plotted data points.

Q.5. What does a Pie chart represent

Ans-5. A Pie chart shows the proportional size of the items that make up a Data series.

Q.6. Which tab in Excel will you use to create a chart?

Ans-6. To create a chart in Excel we will use Insert Tab.

Q.7. What is contextual tab?

Ans-7. The contextual tabs contain information or options related to the selected object only.

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

Ans-8. In column charts, categories are typically organized along the horizontal axis (X-axis) and values along the vertical axis (Y-axis) .

Give short answers :-

Q.1 What are the various chart types and their uses?

Ans-1. There are many types of charts and they are used for different purposes.

1. **Column chart-** In Column charts ,categories are typically organized along the horizontal axis (X-axis) and values along vertical axis (Y-axis)

2. **Line chart-** A Line chart shows the trends in Data at equal intervals. Line charts are useful for depicting the change in a value over a period of time.
3. **Pie chart-** A pie chart shows the proportional size of the items included in a single data series. The Pie chart is generally used when you want to find out and graphically represent the size of the share that each value of a data series occupies in the whole.
4. **Bar chart-** Bar charts are very similar to column charts, the only difference is that bars are horizontal. Bar charts are best type of charts for comparing Multiple sets of values.

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

Ans-2. Y-axis- The Y-axis shows the value of the plotted data points. This is also called the value axis.

X-axis- The X-axis generally shows the category of the plotted data points .this is also called the Category axis.

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

Ans-3 . Data series - Data series is a group of related values like all the data values in a row or column of a datasheet.

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 which you have created your chart?

Ans-4. If you change a value within the cells you have selected to create a chart , then the appearance of the chart should change.

Exercises

choose the correct answer:-

1. Which software will you use to enter the marks of subjects (Hindi, English and Maths) that you have obtained in the SA I exam?

Ans- b. Microsoft Excel

2. Which chart shows the trends in data at equal intervals?

Ans- Line chart

3. Which charts are very similar to Column charts, the only difference being that the bars are horizontal?

Ans- Bar chart

4. Which axis is known as the category axis?

Ans- X-axis

5. Can Line charts be changed to column charts easily?

Ans- Yes

6. What should be the first step to create a chart?

Ans-Select the data

7. Which tab in Excel is used to create a chart?

Ans- Insert tab

8. Which chart is useful if you want to emphasize a significant element?

Ans- Pie chart

9. Another name for the Y-axis is

Ans-Value axis

10.What is the first step to change the chart type?

Ans- Click anywhere in the chart

Write (T) for True and (F) for False:-

1. The Y-axis is also called the category axis. **False**
2. A category axis becomes a Time- scale axis when the Axis type is set to Date axis. **True**
3. The Y-axis shows the value of the plotted data points. **True**
4. Data series is a group of related values , like all data values in a row or column of a datasheet. **True**
5. Legends are used to represent the Data series. **True**

Fill in the blanks:-

1. **Column** charts are useful for showing data changes over a period of time or for illustrating comparisons among items.
 2. The **Len** function returns the number of characters including spaces.
 3. A **Pie** chart shows the proportional size of items included in a single Data series.
 4. The **X -axis** is also called the category axis.
 5. The **Y-axis** is also called the value axis.
 6. The **chart title** gives you an idea about the topic of the chart.
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