

Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

[Next item →](#)

1. How can you create a Chart in PowerPoint?

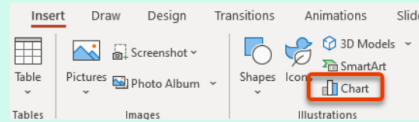
1 / 1 point

Select all options that apply.

☒ Use the Insert Chart option on the Insert Ribbon.

✓ **Correct**

Correct! A Chart is one of the items in the Illustrations group on the Insert Ribbon.



☒ Choose a slide layout that contains the shortcut icons and choose the insert chart one.

✓ **Correct**

Correct! You can insert a Chart by clicking on the shortcut icon where it appears in a content placeholder.



☐ Use the Insert Chart option on the shortcut, right click menu.

2. You have chosen to insert a Chart and have overwritten the sample data in the Excel worksheet window. You realize, after you close the Excel window, that you've forgotten some information and you need to add it to the Chart. What are the correct steps to do this?

1 / 1 point

- ☒ Select the Chart. Click on Edit Data in the Chart Design Ribbon. Add the new information in on the next available row or column. Close the Excel worksheet window.
- ☐ Select the Chart. Click on Edit data in the Chart Format Ribbon. Add the new information in on the next available row or column. Close the Excel worksheet window.

✓ **Correct**

Correct! The Chart Design Ribbon contains commands that relate to the structure of the Chart and the data it represents. The Edit Data command on this Ribbon will reopen the Excel Worksheet window where you can type in the new information.

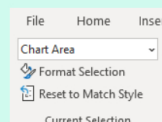
3. Where can you find the drop-down to select a Chart Element so that you can format it?

1 / 1 point

- ☐ In the Arrange group on the Chart Format Ribbon
- ☐ In the Data group on the Chart Design Ribbon
- ☒ In the Current Selection group on the Chart Format Ribbon

✓ **Correct**

Correct! The Current Selection group on the Chart Format Ribbon, contains the drop-down to select a Chart element so that you can format it.



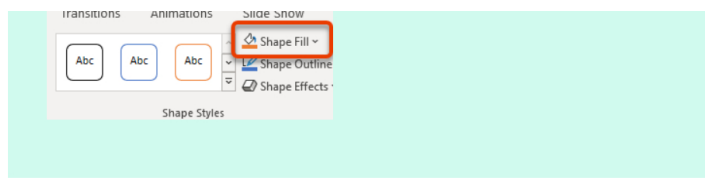
4. You have created a column chart in PowerPoint. You want to change the color of one the bars to match a customer's brand colors. What is the correct series of steps to do this?

1 / 1 point

- ☒ Select the column in the Chart that you want to see in a different color. Go to the Chart Format Ribbon and click on the Shape Fill drop-down.
- ☐ Select the column in the Chart that you would like to see in a different color. Go to the Chart Design Ribbon and click on the Change Colors button.

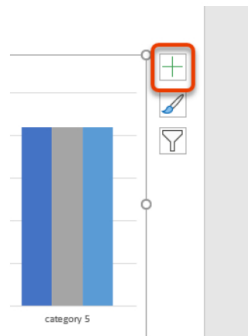
✓ **Correct**

Correct! Once you have selected an individual data series in the Chart, you can use the choices in the Shape Styles group on the Chart Format Ribbon to adjust the color.



5. You have added a PowerPoint Chart to a slide. What will the highlighted option on the side of the Chart allow you to do?

1 / 1 point



- ☐ Add additional Data to the Chart.
- ☒ Add additional elements to the Chart to enhance its appearance.
- ☐ Add a link to an Excel File.

✓ **Correct**

Correct! This button will allow you add or remove elements of the Chart such as titles or a legend.

