PowerPoint 2019

Section 10 – Working with Charts

1. Q & A  
   (see answers on page 2)
2. There are 2 ways to insert embedded charts
   1. Insert tab, chart
   2. Copy a chart from Excel
   3. Both of these
   4. None of these
3. To insert a blank chart:
   1. Click on **Insert** from the **Home** tab, then choose Chart
   2. Click on **Table** from the **Insert** tab, then choose Chart
   3. Click on **Chart** tab, then choose Insert
   4. None of these
4. When a copying and pasting a table from Excel, the chart is automatically linked once it’s pasted into PowerPoint
   1. True
   2. False
5. Charts can be formatted just like objects
   1. True
   2. False
6. When a chart is created right in PowerPoint, a datasheet appears with default data. You can:
   1. Delete the default data and type your own. Charts are not linked to the datasheet.
   2. Delete the default data and type your own. Charts are automatically linked to the datasheet.
   3. There is no default data
   4. None of these

**Answers:**

1. **c**
2. **a**
3. **b**
4. **a**
5. **b**