# Assignment Solutions – Unit 4 – Data Visualization (Excel Charts)

Model answers:

1. How do you create a simple chart in Excel? Outline the process.

Select the data range including headings; go to Insert > Charts; choose a chart type such as Column or Line; Excel inserts the chart; use Chart Tools to add a title, labels or legend.

1. What steps would you follow to create a chart using non‑adjacent cells?

Select the first data range, hold down Ctrl and select the second range so both are highlighted. With all ranges selected, choose Insert > Charts and pick the appropriate chart type. Excel will combine the non‑adjacent ranges into a single chart.

1. Describe how to use the Chart Wizard to create a chart in Excel.

After selecting your data, click Insert and choose a chart. Excel presents recommended charts; pick one and click OK. Then use the Chart Design and Format tabs to refine the chart – change chart type, layout and styles, add axis titles, data labels and legend.

1. Explain how to modify charts: moving an embedded chart and resizing it.

To move an embedded chart, click the chart to select it, then drag it to the desired location within the worksheet. To resize it, drag the handles on the chart’s corners or edges until it reaches the required size. Alternatively, right‑click and choose Move Chart to move it to its own sheet.

1. Explain the purpose of Pie Charts and how to format them.

Pie Charts show how parts contribute to a whole by displaying each category as a slice of a circle. They are best used when there are few categories and the differences between slices are significant. To format a pie chart: add data labels (percentages or values), choose contrasting colours, explode a slice to emphasise it and add a descriptive title.