# Unit 4 Orals

Q: Name two types of charts suitable for comparing categories. A: Column/bar charts and pie charts.

Q: How do you add a chart title in Excel? A: Select the chart, choose Chart Design > Add Chart Element > Chart Title and type the title.

Q: What is the difference between an embedded chart and a chart sheet? A: An embedded chart sits in the worksheet; a chart sheet occupies its own sheet.

Q: How can you change the chart type after creation? A: Select the chart, then choose Chart Design > Change Chart Type and pick a new type.

Q: Give one purpose of a pie chart. A: To show how each category contributes to the total.