A. Fill in the blanks:
  1. <u>CHART</u> is an effective way to display data in pictorial form.
  2. <u>DATA SERIES</u> are the bars or slices that show data values.
  3. <u>LEGEND</u> is a key that is used to identify the colours, patterns or symbols assigned to data series.
  4. <u>BAR</u> chart displays data in the form of long rectangular rods.
  5. <u>VALUE AXIS</u> is the vertical axis that is used to plot the values.
  6. The purpose of grouping worksheets is to enter common <u>Data</u> , <u>Formulas</u> and <u>Formatting Effects</u>.
  7. We can insert pictures in a worksheet using <u>Clip Art</u> option.

B. State True or False:
  1. A chart is updated automatically with the change in data. True
  2. We cannot modify the chart by changing its colours and patterns. False
  3. X-axis is the horizontal axis. True
  4. The Chart Area contains the actual chart itself and includes data series, category and value axis as well. True
  5. You can change the pattern of data series using Fill button. True
  6. All the worksheets cannot be deleted in a workbook. True

C. Application Based Questions:
  1. Ritu is a student of class VII. Her Goography teacher has asked her to prepare a chart on the population of four metro cities of India. Suggest to her the best suited chart type for her project.
     Ans. Column Chart
  2. Tripti has created a chart. She wants to improve the appearance of her chart by changing the background colour of its Plot area. Which option will you suggest her to perform this task?
     Ans. Right click in the Plot area and select **Format Plot Area** option.

D. Multiple Choice Questions:
  1. Which feature is used to set a specific result for one cell by adjusting a value in another cell?
     (a) Grouping Worksheets   (b) Legend   (c) Goal Seek
        Ans. (c)
  2. Name the bars or slices that represent the data values on the chart.
     (a) Data Series   (b) Plot Area   (c) Legend
        Ans. (a)
  3. Which chart type displays data in the form of a circle?
     (a) Line   (b) Pie   (c) Bar
        Ans. (b)
  4. Which function key is used to insert a chart, instantly in a worksheet?
     (a) F6   (b) F8   (c) F11
        Ans. (c)
  5. Which key is used to group multiple worksheets?
     (a) Shift   (b) Ctrl   (c) Enter
        Ans. (a)

6. Name the special window that displays data, when you insert a chart.
   (a) Datasheet   (b) Database   (c) Sheet
     Ans. (a)

E. Answer the following:

1. What is a Chart?
   Ans. A Chart is pictorial representation of data.
2. How a Column chart is different from a Bar chart?
   Ans. A simple column chart uses vertical bars to display data whereas a simple Bar chart uses horizontal bars to display data.
3. What is the difference between Chart area and Plot area?
   Ans. The Chart area includes all the area and objects in a chart whereas Plot area is a window within Chart area.It contains the actual chart and includes the plotted Data Series, Category and Value axis.
4. How will you group worksheets?
   Ans. To group the worksheets, steps are as follows:
   (i)   Click on the sheet1 tab.
   (ii)   Press and hold down the Shift key.
   (iii) Click the last sheet in the group and release the Shift key.
   (iv) Observe the word "Group" appears in the title bar.
5. What do you understand by the term Data Consolidation?
   Ans. Consolidation refers to combining of data either in the same or different worksheet.

F. Briefly explain the following terms:

1. Data Series: Data series are the bars, slices or other elements that represent the data values.
2. Category Name: The Category names are the labels, which are displayed on the X and Y-axis.
3. Value Axis: Value axis or Y-axis is the vertical axis used to plot the values.
4. Goal Seek: Goal Seek is a wonderful feature for fixing a specific result for one cell, by adjusting a value in another cell.