

✓ Congratulations! You passed!

Grade received 100% To pass 80% or higher

Go to next item

1. Once you have created a chart (e.g. a column chart), what, if anything, can you do to change to a different chart type? (Multiple answers are possible, partial credit will be awarded)

1 / 1 point

- ☐ Select your chart, navigate to the **Design** tab and click on **Quick Layout** to choose a different chart type.
- ☒ Select your chart, navigate to the **Insert** tab, locate the **Charts** group and then select the type of chart you want to change to.

✓ Correct

Yes, well done. You can change the chart type in the same way that you would create a new chart.

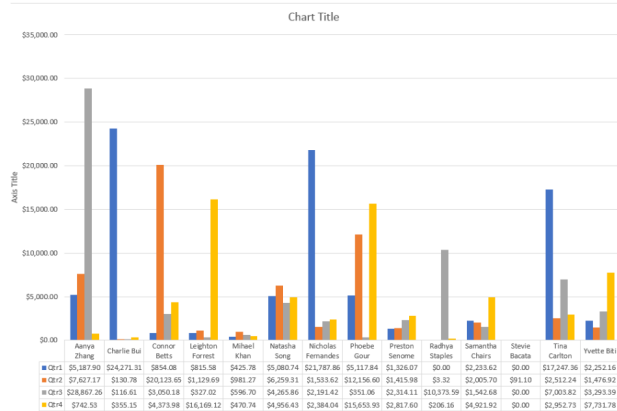
- ☐ You can only format the chart elements once you have created a chart type. If you want to change to a different type of chart, you need to create a new chart.
- ☒ You can right-click on the chart area and then select a different chart type through one of the options.

✓ Correct

Yes, you are spot on - nice detective work. In the right-click context menu is an option called **Change Chart Type**.

2. Which layout option did Sean use to change the chart on the **Act Mngrs 2016** sheet to look like the screenshot below? (Note: you may need to hover over the layout for a moment to see the label)

1 / 1 point



Work with this week's worksheet to figure this one out.



W06-V03 Change Styles and Type

XLSX File

- ☐ Quick Layout 1
- ☐ Quick Layout 2
- ☐ Quick Layout 3
- ☐ Quick Layout 4
- ☒ Quick Layout 5

✓ Correct

Yes, you worked this one out nicely. Sean used **Quick Layout 5** to change his chart to look like the screenshot above.

3. What is the difference between the tool **Quick Layout** and **Chart Styles** in the **Design** tab?

1 / 1 point

- ☐ The **Quick Layout** tool produces only black and white charts.
- ☒ **Chart Styles** primarily changes the font and shading of existing chart elements, whereas **Quick Layout** alters the types of chart elements that are displayed and their location in the Chart Area.
- ☐ They both do the same but the **Chart Styles** tool has a more extensive range of colors to choose from.
- ☐ **Chart Styles** changes the chart elements that Excel displays.

✓ **Correct**

Yes, that's exactly right. The **Quick Layout** allows you to change which chart elements you are displaying and where on the chart they appear. **Chart Styles** simply change the look of your chart.