Quiz 1.6.1: Basic Chart Types

30/10/25

1. Where do you find the Chart tools?   **1 / 1 point**

   ○ Navigate to the DATA tab and locate the Charts group.

   ○ Navigate to the HOME tab and click on Insert...

   ⦿ Navigate to the INSERT tab and locate the Charts group.

   > ✓ **Correct**
   > Yes, that's exactly right. The Charts group is located on the INSERT tab.

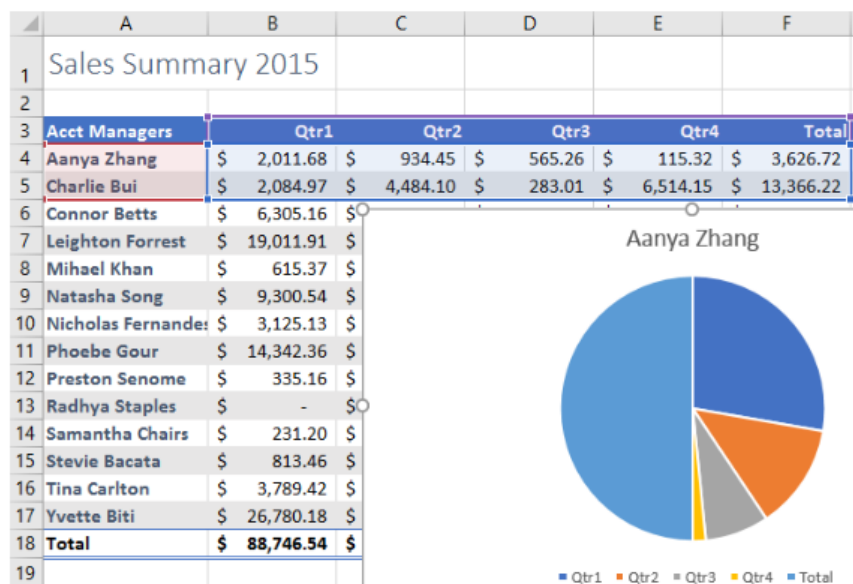2. When creating a chart, it is best to select your data and headers first.   **1 / 1 point**

   ⦿ True

   ○ False

   > ✓ **Correct**
   > Yes, absolutely spot on. You have done a great job paying attention to the Practice Videos.

3. Sean wants to create a pie chart based on the selection below. But when he clicks on Create Pie Chart, something goes wrong. What is happening here?   **1 / 1 point**
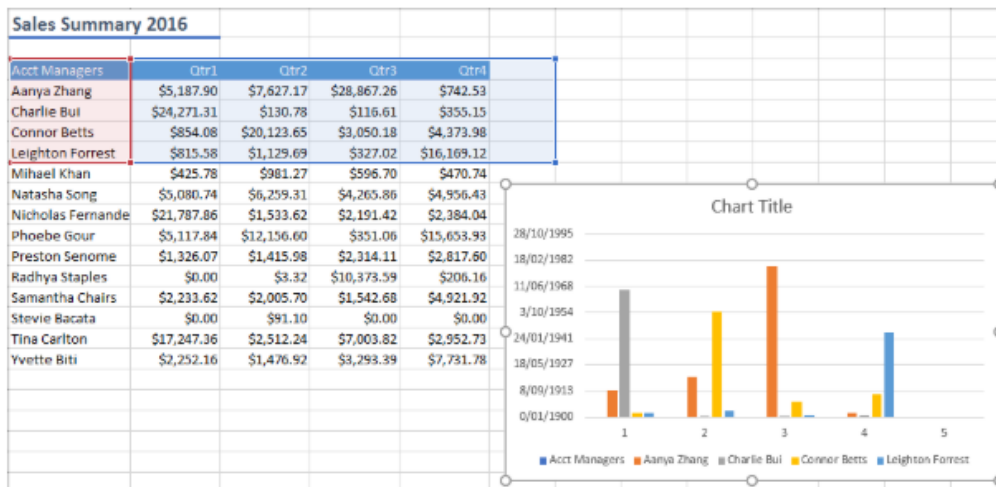

   ○ Sean didn't select Charlie Bui's record properly.

   ⦿ Sean selected the wrong type of chart to display more than one series.

   ○ Sean selected too many columns. That's why the chart won't show Charlie Bui's record.

   > ✓ **Correct**
   > Yes, you are spot on. Pie charts can only handle one series of data.

Sean created the chart below but something's gone wrong. Can you help him figure out what's going on here?

Sales Summary 2016

Acct Managers	Qtr1	Qtr2	Qtr3	Qtr4
Aanya Zhang	$5,187.90	$7,627.17	$28,867.26	$742.53
Charlie Bui	$24,271.31	$130.78	$116.61	$355.15
Connor Betts	$854.08	$20,123.65	$3,050.18	$4,373.98
Leighton Forrest	$815.58	$1,129.69	$327.02	$16,169.12
Mihael Khan	$425.78	$981.27	$596.70	$470.74
Natasha Song	$5,080.74	$6,259.31	$4,265.86	$4,956.43
Nicholas Fernande	$21,787.86	$1,533.62	$2,191.42	$2,384.04
Phoebe Gour	$5,117.84	$12,156.60	$351.06	$15,653.93
Preston Senome	$1,326.07	$1,415.98	$2,314.11	$2,817.60
Radhya Staples	$0.00	$3.32	$10,373.59	$206.16
Samantha Chairs	$2,233.62	$2,005.70	$1,542.68	$4,921.92
Stevie Bacata	$0.00	$91.10	$0.00	$0.00
Tina Carlton	$17,247.36	$2,512.24	$7,003.82	$2,952.73
Yvette Biti	$2,252.16	$1,476.92	$3,293.39	$7,731.78

Chart Title

(chart y-axis labels: 28/10/1995, 18/02/1982, 11/06/1968, 3/10/1954, 24/01/1941, 18/05/1927, 8/09/1913, 0/01/1900; x-axis: 1, 2, 3, 4, 5)

Legend: ■ Acct Managers ■ Aanya Zhang ■ Charlie Bui ■ Connor Betts ■ Leighton Forrest

It might be useful to play with this in Excel. Here is the workbook:

📎 **charts1**
XLSX File

○ Sean selected too many data series to display in a Column Chart. That has created the empty chart in series 5 and the weird dates on the y-axis (the vertical axis).

○ Sean shouldn't have selected the header row (Acct Managers, Qtr1, etc.). In order to select data to create a chart, he should only select the data, then add the labels manually afterwards.

◉ Sean did everything correctly - except for one thing. While he correctly included the row and column labels to help Excel interpret the data, he included empty cells.

✓ **Correct**

Yes, that is correct. When you select empty cells, Excel believes that this was done on purpose and, instead of interpreting row 3 as the header row, will try to interpret it as a series of the data. It then interprets **Qtr1**, **Qtr2**, etc, as dates, which causes all the data to be read as dates instead of dollars.

Delete the chart and then select the cell range **A3:E7**. Problem solved.