Quiz 1.6.3: Change Chart Style & Type 30/10/25

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 **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.

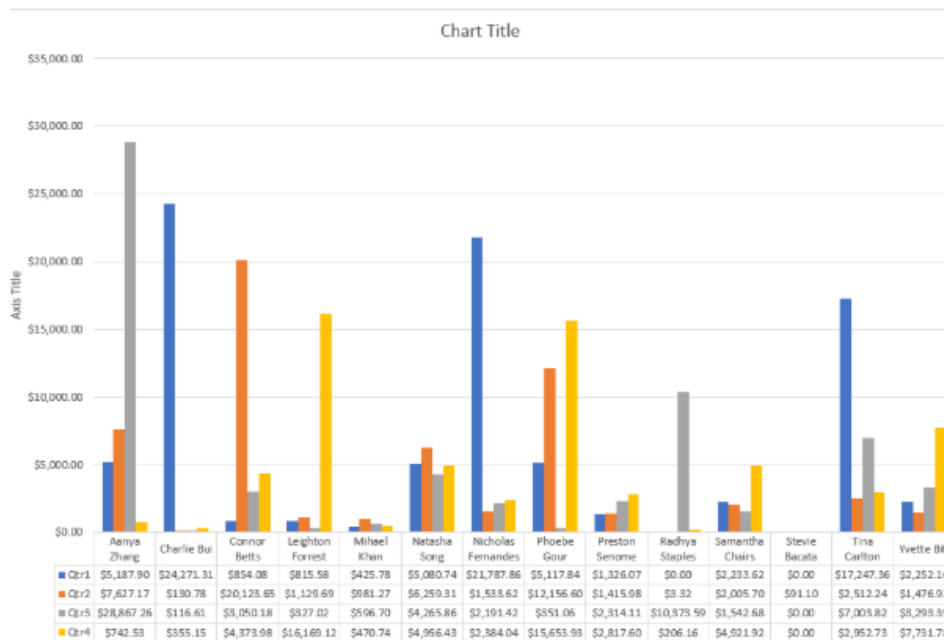   ☑ You can right-click on the chart area and then select a different chart type through one of the options.

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

   ☐ Select your chart, navigate to the **Design** tab and click on **Quick Layout** to choose a different chart type.

   ☐ 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.

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?

- ○ **Chart Styles** changes the chart elements that Excel displays.

- ○ The **Quick Layout** tool produces only black and white charts.

- ○ They both do the same but the **Chart Styles** tool has a more extensive range of colors to choose from.

- ⦿ **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.

  ⊘ **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.