

1. You decide to visualize your data by adding a Pie Chart to your Worksheet. Which of the following methods can you use to add in the chart? Select all options that apply.

1 / 1 point

☒ Go to the Insert Ribbon and click on Recommended Charts.

✔ Correct

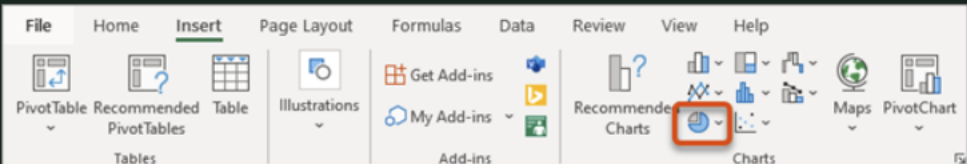
Correct! The Recommended Charts feature will identify which charts are suitable for your data and show you a list of choices. The choice at the top of the list is the one that Excel considers to be the most suitable.



☒ Go to the Charts group of the Insert Ribbon and click on the Pie Chart Icon.

✔ Correct

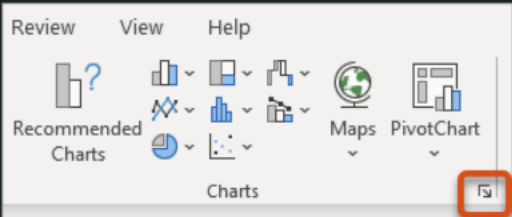
Correct! If you already know which chart you require, then the icons in the middle of the Charts group are a way to insert it quickly. The three icons on the left are for the standard choices of column, line, and pie. The choices to the right are for more specialist charts.



☒ Use the option button on the Charts group to open the Insert Chart Dialog.

✔ Correct

Correct! The options dialog button will open the same Insert Chart dialog as the Recommended Charts Choice.



2. You have already created a Chart in your worksheet. You add some new information to the data that you based the Chart on. How can you include this new data in the Chart?

1 / 1 point

- ☒ Select the chart and drag the resize handles to include the new data.

☐ Highlight all the data and choose Recommended Charts from the Insert Ribbon.

☐ Use the Dialog Options button in the Charts group to start the Insert Chart process and highlight your data again.

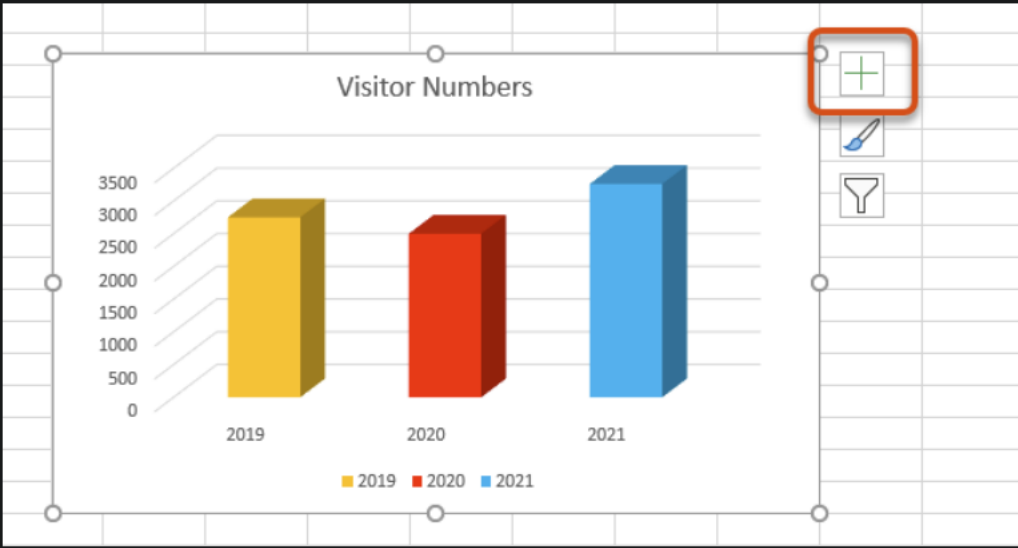
✔ Correct

Correct! If you want to include an additional line of information, click, and drag the resize handle downwards. Any data included in the blue outline will appear in the Chart.

| | A | B | C | D |
|----|-----------|-----------|-----------|---|
| 1 | Quarter 1 | Quarter 2 | Quarter 3 | |
| 2 | 1799 | 1569 | 3102 | |
| 3 | 2054 | 3264 | 2881 | |
| 4 | 2017 | 3440 | 2915 | |
| 5 | 3707 | 3162 | 3261 | |
| 6 | 3601 | 1380 | 1385 | |
| 7 | 3518 | 3608 | 1784 | |
| 8 | 1633 | 2440 | 1032 | |
| 9 | 2190 | 3441 | 3354 | |
| 10 | 2742 | 2152 | 2725 | |

3. Once you have created a Chart from your data, what would the highlighted button allow you to do?

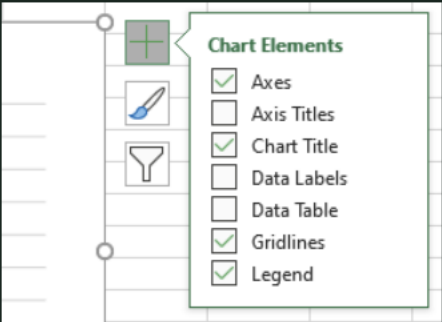
1 / 1 point



- ☐ You can use it to add new data to the chart.
- ☐ You can use it to increase the size of the Chart.
- ☒ You can use it to add new elements to enhance your Chart.

✓ **Correct**

Correct! This button is a shortcut for adding or removing popular elements such as titles.



4. You have added a Chart to your worksheet and want to make it stand out more. You decide to use the Chart Styles feature to do this. Which ribbon will you find this feature on?

1 / 1 point

- ☐ The Chart Format contextual ribbon
- ☒ The Chart Design contextual ribbon

✓ **Correct**

Correct! The Chart Design tab which appears when the Chart is selected, contains choices which you can use to change the structure or design of the Chart. The Chart Styles gallery offers a quick way to change the overall look of the Chart.

5. You have created a Chart from data that shows company revenue steadily rising over the last six months. You decide to add a Trendline to the Chart, to make this pattern clear to anyone viewing the Chart. Which type of Trendline should you choose?

1 / 1 point

- ☒ Linear
- ☐ Exponential

✓ **Correct**

Correct! The Linear Trendline is used when there is either a steady rise or a steady fall in the results. Usually this will be the correct choice when the data points in a Chart resemble a straight line.