**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 3

1. Which type of chart is the least appropriate for depicting yearly rainfall totals for five cities for four years?

**a. Pie chart**

2. Look at the stacked bar chart in Figure 3.35. Which of the following is a category on the category axis?

**c. CIS Managers**

3. Which of the following is not a type of sparkline?

**b. Bar**

4. If you want to show exact values for a data series in a bar chart, which chart element should you display?

**d. Data labels**

5. The value axis currently shows increments such as 50,000 and 100,000. What option would you select to display the values in increments of 50 and 100?

**b. Show Axis in Thousands**

6. You want to create a single chart that shows the proportion of yearly sales for five divisions for each year for five years. Which type of chart can accommodate your needs?

**d. 100% stacked column chart**

7. Currently, a column chart shows values on the value axis, years on the category axis, and state names in the legend. What should you do if you want to organize data with the states on the category axis and the years shown in the legend?

**b. Click Switch Row/Column in the Data group on the Design tab.**

8. What do you click to remove a data series from a chart so that you can focus on other data series?

**c. Chart Filters**

9. Which of the following does not display automatically when you create a clustered column chart?

**a. Data labels**

10. After you create a line type sparkline, what option should you select to display dots for each data point?

**d. Markers**