✓ **Congratulations! You passed!**
TO PASS 80% or higher

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Move and Resize Charts

TOTAL POINTS 5

1. What happens when you select a chart in Excel?

   1 / 1 point

   (One or more answers are possible. Partial credit will be awarded)

   ☑ The **Chart Tools** appear above the Ribbon.

   > ✓ **Correct**
   > Yes, well-spotted. Charts come with large range of options for customization. The appearance of the chart tools has been changing over different versions of Excel. In Excel 2016, two new tabs appear under **Chart Tools**: **Design** and **Format**.

   ☑ Any data that the chart is based on is selected.

   > ✓ **Correct**
   > Yes, that's exactly right. This is a very handy feature as it allows you to quickly refer back to your data and see which data is represented in the chart. This also allows you to add/remove data from the chart by manipulating the sizing handles in your data.

   ☑ The **Sort & Filter** tools on the **Home** tab are greyed out.

   > ✓ **Correct**
   > Yes, these tools are not available while you are in 'Charts-mode'.

   ☐ The chart itself is now colored grey to highlight that it is selected.

   ☑ Sizing-handles appear on all corners and sides of the chart.

   > ✓ **Correct**
   > Yes, spot on. You can easily adjust the size of your chart with your mouse using these handles.

2. Sean wants to move his chart to a new worksheet 'Charts' in his workbook. What are his options?

   1 / 1 point

   (One or more answers are possible. Partial credit will be awarded)

   ☑ He can select the chart and then use the Cut and Paste command.

   > ✓ **Correct**
   > Yes, that's right. He can either use the keyboard short cuts for this, the button on the HOME tab or the right-click context menu.

   ☑ He can right-click the chart and then select 'Move Chart' from the context menu.

   > ✓ **Correct**
   > Yes, this is a quick-and-easy way to access the Move Chart tool.

   ☑ He can select the chart, then navigate to the CHARTS TOOLS and use the 'Move Chart' tool.

   > ✓ **Correct**
   > Yes, correct. This is a great way to move your chart to another worksheet.

   ☐ He can select the chart and then drag it with the mouse onto the worksheet tab 'Charts'.

3. Which of the following are key, modifiable elements of a chart?

   1 / 1 point

   (One or more answers are possible. Partial credit will be awarded)

   ☑ Chart area

   > ✓ **Correct**
   > Yes, the Chart Area is so to speak the canvas on which the chart is located. There are some great customization options available. Your creativity is the limit.

☐ Functions

☑ Plot area

✓ **Correct**

Yes, at the center of every chart is the plot area.

☑ Legend

✓ **Correct**

The Legend is an important part of any chart in order to communicate vital information about the data displayed on the chart to your audience.

☑ Chart title

✓ **Correct**

Yes, exactly. The Chart title is its own element and allows a whole range of formatting options.

4. Sean has used the 'Move Chart' tool to move one his charts to one of the other worksheets. He then realises that he moved the chart to the wrong worksheet. Not to worry, a quick CTRL+Z to undo the move - except, nothing is happening. What is going on?

`1 / 1 point`

◉ When using the Move Charts tool, the Undo function does not work.

◯ The Undo feature does not work with charts.

◯ Once a chart is moved to a different worksheet, it cannot be undone.

✓ **Correct**

Yes, spot on. You studied this week's video well. The Move Charts tool does not permit the Undo feature.

5. In order to create a chart sheet, you need to:

`1 / 1 point`

◯ Use the 'Move Charts' tool and place your selected chart as an object into a new sheet.

◉ Use the 'Move Charts' tool and place your selected chart into a new sheet.

◯ Go to the chart's properties and select 'display in full screen'.

✓ **Correct**

Yes, well done. That's how you create a chart sheet, i.e., a worksheet that displays only a chart at full size.