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

Keep Learning

GRADE
83.33%

Change Chart Style & Type

TOTAL POINTS 3

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)

   0.5 / 1 point

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

   > ✗ **This should not be selected**
   > Hm, this is not quite right, yet. The **Quick Layout** function is a great way to change the layout of an existing chart type but it doesn't allow us to change the type of chart. Have another look in Excel.

   ☐ Select your chart, navigate to the **Insert** tab, locate the **Charts** group and then select the type of chart you want to change to.

   ☑ You can right-click on the chart area and then select a different chart type through one of the options.
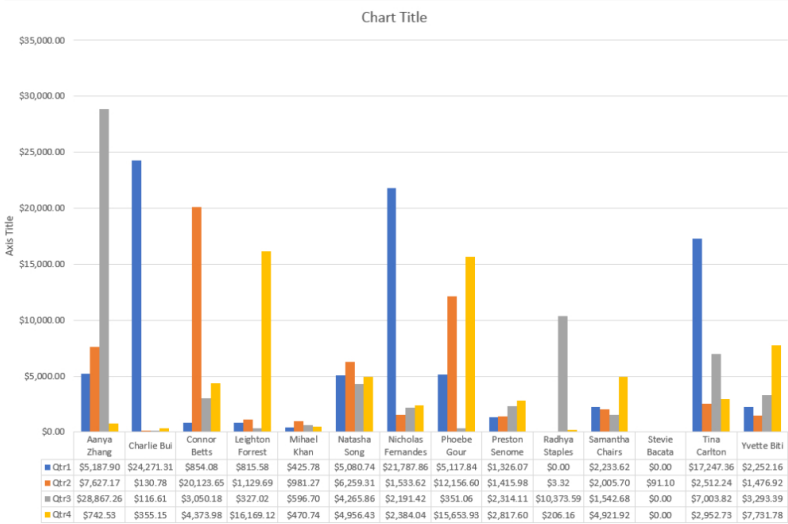
   > ✓ **Correct**
   > Yes, you are spot on - nice detective work. In the right-click context menu is an option called **Change Chart Type**.

   ☐ 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

Chart Title

   Work with this week's worksheet to figure this one out.

   W06-V03 Change Styles and Type.xlsx

   ○ 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?

   1 / 1 point

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

◉ **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.

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

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

✓ **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.

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