

UNIT 2

CHARTS IN EXCEL 2016

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Charts in Excel are the pictorial representation of data and are also called graphs.

1) Write any one advantage of a chart

Data can be presented in an attractive way to attract the attention of readers.

2) Define any two components of a chart

Title : It describes the main purpose and content of the chart.

X-axis: It is the horizontal axis of the chart. It is also known as the category axis.

3)What is a pie chart? What type of data can be represented using a pie chart?

A pie chart is shaped like a circle divided into slices, each slice showing the relative size of each value.

The Pie chart only displays one data series in the form of comparative charts.

4)How can we change the background of a chart we have created?

- ☐Select the chart
- ☐Click on the Format tab
- ☐Click on the Format selection command
- ☐Click on the Fill section
- ☐Click on the Picture or texture fill option button

5) Explain the Line chart

A line chart is a type of graph that displays continuous data at regular intervals. It is generally used to highlight the changes that takes place in a value through a specified period of time.

6) Write the steps to change the chart type

- 1) Select the chart and click on Design tab.
- 2) Click on the change chart type command.
- 3) Click on desired option.
- 4) Click on desired option from the right panel.
- 5) Select the type of chart and click on ok button.