

ADVANCE FEATURES OF EXCEL 2016

CLASS VII CH3 PD-4

CHANGING YOUR TOMORROW

FILL IN THE BLANKS

SECTION - A

A. Fill in the blanks.

1. A..... is an effective way to display data in pictorial form.
2. is a related set of data values.
3. is a key that is used to identify the colours, patterns, or symbols assigned to data series.
4. A..... chart displays data in the form of long rectangular rods.
5. is the vertical axis that is used to plot the values.
6. The purpose of grouping worksheets is to enter common,, and

HINTS

- Bar
- Data
- Chart
- Formulas
- Data Series
- Value Axis
- Legend
- Formatting effects

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B. State True or False.

1. A chart is updated automatically with the change in data. ☐
2. We cannot modify the chart by changing its colours and patterns. ☐
3. X-axis is the horizontal axis. ☐
4. The Chart area contains the actual chart itself and includes data series, category, and value axis as well. ☐
5. You can change the pattern of the data series using Fill option. ☐
6. All the worksheets cannot be deleted in a workbook. ☐

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C. Application-based questions.

1. Ritu is a student of class VII. Her geography teacher has asked her to prepare a chart on the population of four Metro cities of India. Suggest the chart type that suits her project.

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2. Tripti has created a chart. She wants to improve the appearance of her chart by changing the background colour of its Plot area. Which option will you suggest her to do so?

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SECTION - B

A. Multiple-choice questions.

1. Which feature is used to determine the input values needed to achieve a specific goal?
a. Grouping Worksheets b. Legends c. Goal Seek
2. What are the headings given to X-axis and Y-axis known as?
a. Data Series b. Axes Titles c. Legends
3. Which chart type displays data in the form of a circle?
a. Line b. Pie c. Bar
4. Which function key is used to insert a chart instantly in a worksheet?
a. F6 b. F8 c. F11
5. Which key is used to group multiple worksheets?
a. Shift b. Ctrl c. Enter
6. The mini charts that fit into a single worksheet cell to provide the visual representation of the data are known as
a. Mini Charts b. Combo Charts c. Sparklines

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LONG QUESTIONS

B. Answer the following questions.

1. What is a Chart?

2. How is a Column chart different from a Bar chart?

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LONG QUESTIONS

3. What is the difference between Chart area and Plot area?

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4. What is the utility of grouping the worksheets of a workbook?

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5. What is Data Consolidation?

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THANKING YOU

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