

PARAGON CONVENT SCHOOL

SECTOR 24 B CHANDIGARH

CLASS 8

CHAPTER 2–ADVANCED FEATURES OF EXCEL

RECAP: -

1. A chart is a graphical representation of data in a worksheet. It is an effective way to display data in a pictorial form.
2. Chart area includes all the area and objects in the chart.
3. Plot area is a window within the Chart area. It contains the actual chart itself, and includes plotted data, data series, category, and value axis.
4. Legend depicts the colors, patterns, or symbols assigned to the data series. It helps to differentiate the data.
5. X-axis of the chart in the form of long rectangular rods called bars that are placed vertically or horizontally on the Chart area.
6. Pie chart displays data in the form of a circle that is divided into a series of segments.
7. Sorting means arranging data either in an ascending or descending order in a worksheet.
8. The Filter feature allows to see only those records that we want to display while it hides the rest of data temporarily from the view.

## BRAIN DEVELOPER

QA. Fill in the blanks:-

1. A Chart is an effective way to display data in a pictorial form.
2. Data series refers to the bars or slices that show the data values.
3. Bar chart displays data in the form of long rectangular rods.
4. Y-axis is the vertical axis that is used to plot the values.
5. Legend depicts the colors, patterns or symbols assigned to the data series.

QB. State true or false.

1. You can sort the data in one field. False
2. A pie chart shows only one data series always. False
3. You cannot modify the chart by changing its colors and patterns. False
4. X-axis is the horizontal axis. True
5. The Chart area contains the actual chart itself and includes data series, category and value axis as well. False

Q C. Multiple Choice questions:-

1. Name the bars or slices that represent the data values on the chart.  
a. **Data series**                      b. Plot area                      c. Legend
2. Which chart displays data in the form of circle?  
a. Line                                  b. **Pie**                                  c. Bar
3. Which function key is used to insert a chart in a worksheet?  
a. F6                                      b. F8                                      c. **F11**
4. Name the window within the chart area that contains the actual chart itself.  
a. Datasheet                              b. Database                              c. **Plot Area**

5. Which feature allows us to arrange the given data according to a particular field either in an ascending order or descending order?

a. Data form

b. **Sort**

c. Filter

Q D. Answer the following questions:-

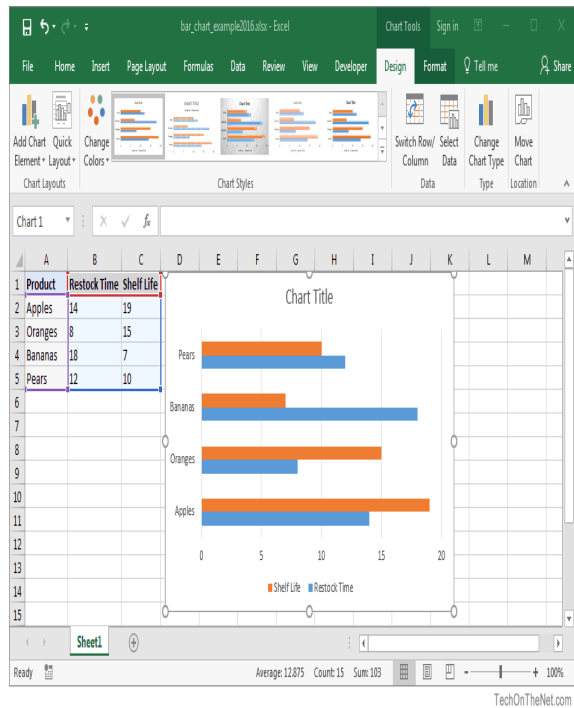
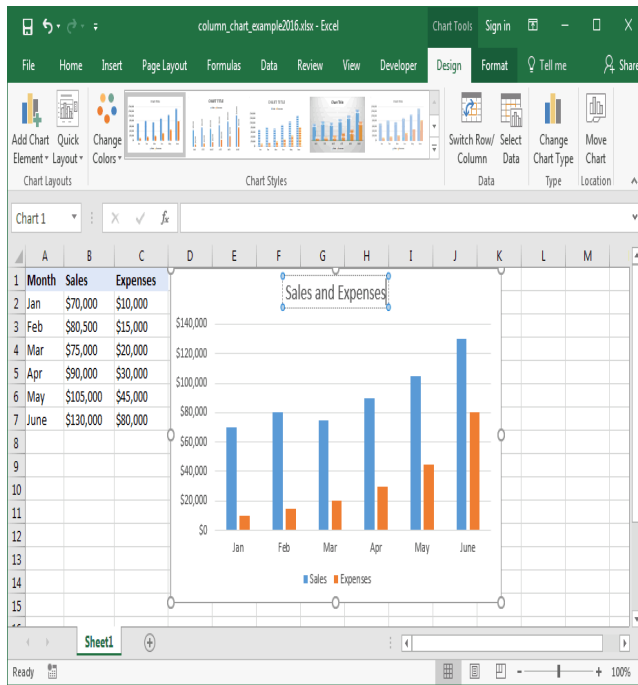
Q 1. What is a Chart?

Ans. A chart is a graphical representation of data in a worksheet. It is an effective way to display data in a pictorial form. It helps to provide a better understanding of large quantities of data. Charts make it easier to draw comparisons and see growth and relationship among the values and trends in data. They provide an accurate analysis of information.

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

Ans.

Column Chart	Bar Chart
<b>1.</b> This chart is used for displaying data that shows different trends over a period of time.	<b>1.</b> It illustrates the comparison between the individual data items.
<b>2.</b> It is the default chart type of MS Excel.	<b>2.</b> It displays data in the form of long rectangular rods called bars that are placed vertically or horizontally on the Chart area.
<b>3.</b> In this type of chart, categories are organized horizontally, and values vertically to emphasize the magnitude of change over a period of time.	<b>3.</b> In this type of chart, categories are represented on the vertical axis and values are represented on the horizontal axis.
Image of column chart	Image of Bar chart



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

Ans. Chart area: - Chart area includes all the area and objects in the chart.

Plot area:- Plot area is a window within the Chart area. It contains the actual chart itself, and includes plotted data, data series, category, and value axis.

Q 4. What is the use of Sorting feature in Excel?

Ans. Sorting means arranging data either in ascending order or descending order in a worksheet. Data can be sorted in rows on the basis of text, numbers, combination of text and numbers or dates.

Q 5. Briefly explain the utility of the Filter feature.

Ans. Filter feature allows to see only those records that we want to display while it hides the rest of the data temporarily from the view.