CH- 6 TABLES AND CHARTS IN POWERPOINT 2010

BRAIN DEVELOPER

A. Fill in the blanks:

1. A **gridline** extends across the plot area of the chart and makes it easier to read and understand the values.
2. The **pen color** tool is used to change the border colour of the cells, rows or columns.
3. The **shading** tool is used to apply different background colours in a table.
4. The **plot area** is a window within the Chart area that contains the actual chart itself.
5. **Data Series** are the bars that show the data value.
6. Click on **insert** tab to draw a table.

B. State true or false:

1. To insert a table in a presentation, we should use Title slide layout.   **False**
2. Text can be entered in a table by clicking on the desired cell.   **True**
3. Multiple rows can be added in a table.   **True**
4. The border of a table cannot be modified.   **False**
5. When we insert a chart, the data is also displayed in a special window called Datasheet. **True**
6. We cannot delete the entire data of a datasheet.   **False**
7. The text is aligned to the top of a cell by default.   **True**

C. Multiple choice Questions:

1. The intersection of a row and column is called a _____.

   a) Cell Border   b) Table   c) Cell

2. _____ depicts the pattern, colour, or symbols that are assigned to the data series.

   a) Chart area   b) Legend   c) Plot area

3. _____ refers to the positioning of text in a table cell.

   a) Alignment   b) Formatting   c) Table Style

4. After inserting a table in PowerPoint 2010, the_____ tab appears automatically.

   a) Table   b) Table Tools   c) Table Format

5. In Microsoft PowerPoint 2010, the Chart button is present on the _____ tab.

   a) Home   b) Design   c) Insert

6. There are _____ alignment buttons on the Layout tab.

   a) Four   b) Six   c) Three

   D. Answer the following Questions:

Q 1. Explain any two methods to insert a table in presentation.

   Ans. There are two methods to insert a table in a slide:

   Method 1:

   i) Click on the New slide drop down arrow on the Home tab. Select the Title and Content layout.
   ii) Click on the Insert Table icon on the slide. The Insert Table dialog box will appear.
   iii) Define the number of columns and rows. Click ok.
   iv) A table will be displayed according to the defined rows and columns.

   Method 2:

Click on the Insert tab and select Table> Draw Table option to draw a table.

Q 2. Describe the method to add rows in a table.

   Ans. To insert new rows in a table, follow the given steps:

   i)   Place the cursor in a cell.
   ii)   Click the right mouse button. A shortcut menu appears.
   iii)   Select the Insert option, and click either on the Insert Rows Above or Insert rows below
           sub-option.

Q 3. How can you apply border to a table and change its colour?

   Ans. To apply a border:

   i)   Select the cells, rows or columns that you want to modify.
   ii)   Click on the drop-down arrow next to the Borders button in the Table Styles group on the
           Design tab.
   iii)   Select the All Borders option from the drop – down menu. Border will be applied on the
           selected cells, rows or columns.

   To Change the Border colour of a cell, row or column of a table you can use the Pen colour tool.

Q 4. Name all the alignment buttons present on the layout tab.

Ans. The six alignment buttons present on the Layout tab are- Align Text left, center, Align Text Right, Align Top, Center Vertically and Align Bottom.

Q 5. Define the term Chart. Name the components of a chart.

Ans. A Chart is an effective to display data in a graphical form. It is easy to show comparisons, growth, relationship among the values and trends in data with the charts. It provides an accurate analysis of the information. The common components of charts are:

Chart area, Category axis, Value axis, Data series, Category name, Plot area, Legend, Chart title and Gridlines.

Q 6. Differentiate between Category axis and Value axis.

Ans. Category axis or X-axis is the horizontal axis. The subject of analysis is plotted against the X-axis. On the other hand, the Value axis or Y-axis is the Vertical axis that is used to plot the values.

Q7. How will you delete the default data of a datasheet?

Ans. To delete the default data of a datasheet, move the mouse pointer to the blank button (upper left corner of the column indicators).

   i)   The mouse pointer changes into a large plus sign of white colour. Click on the Blank button. The entire datasheet will be selected. Press the Delete key.

Q8. Explain the method to change a chart type.

Ans. To change the chart type:

   i)   Select the Chart. Click on the Design tab under Chart tools.
   ii)   Click on the Change Chart type button in the Type group. The Change Chart Type dialog box will appear. Select any chart type and click ok. The chart will change accordingly.