

## **Chapter 16: Inserting and Formatting Charts**

### **Quiz Yourself Answers**

1. A data source is the range that contains the data being displayed in a chart. A data source is a collection of one or more data series, which is a range of values that is plotted as a single unit on a chart.
2. The chart area contains the chart and all of the other chart elements. The plot area is the part of the chart that contains the graphical representation of the data series.
3. You can place a chart in a worksheet as an embedded chart or you can place a chart into a chart sheet, which contains only the chart and no worksheet cells.
4. A data series that contains values divided into 10 categories would be better displayed as a column chart because a pie chart is more effective with six or fewer categories.
5. A column chart displays values in different categories as columns; the height of each column is based on its value. A bar chart is a column chart turned on its side so that the length of each bar is based on its value.
6. You would change the scale of a chart axis to make the chart easier to read.
7. Major tick marks identify the main units on a chart axis. Minor tick marks identify smaller intervals between the major tick marks.
8. You should use a line chart instead of a column chart when the data consists of values drawn from categories that follow a sequential order at evenly spaced intervals, as with historical data in which the data values are recorded periodically such as monthly, quarterly, or yearly.
9. A combination chart combines two or more chart types in a single graph, such as a column chart and a line chart. To create a combination chart, first select the data series in an existing chart that you want to appear as another chart type. Then, on the Chart Tools Design tab, in the Type group, click the Change Chart Type button, click the chart type you want to apply to the selected series, and then click OK.
10. Overlaying a chart title or legend means they are placed on top of the chart in the chart area.
11. A chart is automatically updated when its data source is edited.
12. To add a data series to an existing chart, select the chart, click the Select Data button in the Data group on the Chart Tools Design tab, click the Add button in the Select Data Source dialog box, click in the Series name box in the Edit Series dialog box, select the range with the new data series. Click OK in each dialog box.
13. A sparkline is a graph that is displayed within a cell. The three types of sparklines are line sparklines, column sparklines, and win/loss sparklines.
14. A data bar is conditional formatting that adds a horizontal bar to the background of a cell containing a number.
15. Data bars differ from sparklines in that the bars are always placed in the cells containing the value they represent and each cell represents only a single bar from the bar chart. By contrast, a column sparkline can be inserted anywhere within the workbook and can represent data from several rows or columns.