



Name of the Bundle	Office Productivity Bundle V2 (2024)	Subject	MS Excel
Topic	Charts & Graphs to present visually	Last updated on	25 May 2024

1. Which chart type would you use to show trends over time?

- a. Pie Chart
- b. Bar Chart
- c. Line Chart
- d. Scatter Plot

Ans: c. Line Chart

Explanation: Line charts are ideal for showing trends over time as they connect data points with lines, making it easy to visualize changes and patterns.

2. Which chart type would you use to compare individual values to the total?

- a. Scatter Plot
- b. Line Chart
- c. Pie Chart
- d. Histogram

Ans: c. Pie Chart

Explanation: Pie charts are effective for comparing individual values to the total by showing the proportion of each value relative to the whole.



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3. Which chart type is used to display the distribution of data over a continuous interval or time period?

- a. Histogram
- b. Pie Chart
- c. Line Chart
- d. Bar Chart

Ans: a. Histogram

Explanation: Histograms are used to display the distribution of data over a continuous interval or time period by grouping data into bins and displaying the frequency of each bin.

4. Which Excel feature automatically updates a chart to reflect changes in the source data?

- a. Data Validation
- b. Pivot Table
- c. Chart Styles
- d. Dynamic Chart

Ans: d. Dynamic Chart

Explanation: Dynamic charts in Excel automatically update to reflect changes in the source data, making them ideal for presenting real-time or frequently updated data.



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5. Which chart type would you use to visualize the relationship between two sets of data?

- a. Line Chart
- b. Pie Chart
- c. Scatter Plot
- d. Bar Chart

Ans: c. Scatter Plot

Explanation: Scatter plots are used to visualize the relationship between two sets of data by plotting data points on a graph with horizontal and vertical axes.

6. What is the primary purpose of a pie chart?

- a. Showing trends over time
- b. Comparing individual values to the total
- c. Displaying the distribution of data
- d. Showing proportions of a whole

Ans: d. Showing proportions of a whole

Explanation: The primary purpose of a pie chart is to show the proportions of different categories relative to the whole.



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7. Which chart type would you use to represent a hierarchical relationship between data points?

- a. Scatter Plot
- b. Bubble Chart
- c. Radar Chart
- d. Funnel Chart

Ans: b. Bubble Chart

Explanation: Bubble charts are used to represent a hierarchical relationship between data points by using bubbles of different sizes to represent the values of three variables.

8. Which chart type would you use to compare values across categories?

- a. Line Chart
- b. Radar Chart
- c. Bar Chart
- d. Bubble Chart

Ans: c. Bar Chart

Explanation: Bar charts are used to compare values across categories by representing each category as a bar with the length of the bar proportional to the value it represents.



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9. Which Excel function is used to create a sparkline?

- a. SPARKLINE()
- b. CHART()
- c. LINECHART()
- d. SPARK()

Ans: a. SPARKLINE()

Explanation: The SPARKLINE() function in Excel is used to create sparklines, which are small, simple charts that are typically used to show trends or variations in data within a single cell.

10. _____ chart displays on the same worksheet as the data.

- a. Value Axis
- b. Gridline
- c. Embedded chart
- d. Graph

Ans: c. Embedded chart

Explanation: Embedded Chart is a chart that is placed on the same worksheet as the data it represents. It allows users to view both the data and the chart simultaneously without switching between sheets.



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11. Which chart type is often used to show the relationship between two variables and if there is any correlation between them?

- a. Line Chart
- b. Pie Chart
- c. Scatter Plot
- d. Bar Chart

Ans: c. Scatter Plot

Explanation: Scatter plots are commonly used to visualize the relationship between two variables and determine if there is any correlation between them by plotting data points on a graph with horizontal and vertical axes.

12. Which Excel feature allows you to format the appearance of a chart quickly?

- a. Chart Styles
- b. Conditional Formatting
- c. Data Validation
- d. Pivot Table

Ans: a. Chart Styles

Explanation: Chart Styles in Excel allow you to quickly format the appearance of a chart by applying pre-defined combinations of colors, effects, and layouts.



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13. Which chart type would you use to display values that change over time and show the cumulative effect of each value?

- a. Pie Chart
- b. Line Chart
- c. Bar Chart
- d. Bubble Chart

Ans: b. Line Chart

Explanation: Line charts are ideal for displaying values that change over time and showing the cumulative effect of each value by connecting data points with lines.

14. Which chart type would you use to compare the distribution of values across different categories?

- a. Radar Chart
- b. Bar Chart
- c. Bubble Chart
- d. Histogram

Ans: d. Histogram

Explanation: Histograms are used to compare the distribution of values across different categories by grouping data into bins and displaying the frequency of each bin as bars.



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15. Which one is an optional title for the chart's categories

- a. Graph Title
- b. Embedded chart
- c. Legend
- d. Category title

Ans: d. Category title

Explanation: Category Title (Category Axis Title) is an optional title specifically for the categories (often the horizontal axis, or X-axis) in a chart. It labels the category axis to explain what the categories represent. In Excel, adding a Category Axis Title (commonly referred to as Category title) is an optional way to label and describe the categories being plotted on the chart. This helps viewers understand what the categories on the X-axis represent.

16. What is the purpose of a radar chart?

- a. Comparing values across categories
- b. Showing trends over time
- c. Representing a hierarchical relationship
- d. Displaying data in a circular format

Ans: c. Representing a hierarchical relationship

Explanation: Radar charts are used to represent a hierarchical relationship between data points by displaying data in a circular format with each axis representing a different variable.



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17. Which chart type would you use to show the relationship between three variables?

- a. Scatter Plot
- b. Line Chart
- c. Bubble Chart
- d. Radar Chart

Ans: c. Bubble Chart

Explanation: Bubble charts are used to show the relationship between three variables by plotting data points on a graph with horizontal and vertical axes and representing the third variable using the size of the bubbles.

18. Which one is created from the row or column headings in the data. A category describes what is shown chart?

- a. Category Axis
- b. Data series
- c. Value Axis
- d. Data Marker

Ans: b. Data series

Explanation: Data Series refers to a set of related data points plotted on the chart. Each data series is often represented by a unique color or pattern. While data series are created from the data, they do not describe what is shown on the chart but rather represent the actual data values.



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19. When should you use a pie chart?

- When comparing individual values to the total.
- When showing trends over time.
- When displaying the distribution of data.
- When comparing values across categories.

Ans: a. When comparing individual values to the total.

Explanation: Pie charts are most effective when comparing individual values to the total by showing the proportion of each value relative to the whole.

20. How can you add a trendline to a chart in Excel?

- Right-click on the data series and select "Add Trendline."
- Click on the "Insert" tab and select "Trendline" from the Chart Elements dropdown.
- Use the TRENDLINE() function in a cell adjacent to the chart.
- Trendlines are automatically added to all charts in Excel.

Ans: a. Right-click on the data series and select "Add Trendline"

Explanation: To add a trendline to a chart in Excel, you can right-click on the data series, choose "Add Trendline," and then select the type of trendline you want to add.



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21. Shows the values on the chart. Excel creates a range of values based on the data?

- a. Row headings
- b. Category Axis
- c. Gridlines
- d. Value axis

Ans: d. Value axis

Explanation: Value Axis (Y-axis) is the axis that shows the numerical values in a chart. It represents the range of values based on the data and is used to measure and compare the quantities of data points in the chart.

22. What is the main advantage of using a scatter plot?

- a. Showing the distribution of data over time.
- b. Comparing values across categories.
- c. Displaying the relationship between two variables.
- d. Representing a hierarchical relationship.

Ans: c. Displaying the relationship between two variables.

Explanation: The main advantage of using a scatter plot is that it displays the relationship between two variables by plotting data points on a graph with horizontal and vertical axes.



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23. Which one of the following is the rectangular area bounded by the category and value axes?

- a. Category axis
- b. Data Point
- c. Plot Area
- d. Data Point

Ans: c. Plot Area

Explanation: This is the rectangular area bounded by the category (X-axis) and value (Y-axis) axes. It is the part of the chart where the data series are plotted, and it includes the graphical representation of the data such as bars, lines, or markers.

24. This is horizontal or vertical line that extends across the plot area to make it easier to read and follow the values

- a. Tick Mark
- b. Value axis
- c. Gridline
- d. Data Point

Ans: c. Gridline

Explanation: These are horizontal or vertical lines that extend across the plot area. Gridlines make it easier to read and follow the values by aligning data points with the corresponding values on the axes. They enhance the chart's readability by providing a visual reference for the data points.



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25. What is the purpose of a histogram?

- To compare values across categories.
- To display the distribution of data over a continuous interval.
- To represent a hierarchical relationship between data points.
- To show the relationship between two variables.

Ans: b. To display the distribution of data over a continuous interval.

Explanation: The purpose of a histogram is to display the distribution of data over a continuous interval or time period by grouping data into bins and displaying the frequency of each bin as bars.

26. Which Excel feature allows you to visually emphasize specific data points in a chart?

- Trendlines
- Data Labels
- Error Bars
- Annotations

Ans: b. Data Labels

Explanation: Data labels in Excel allow you to visually emphasize specific data points in a chart by displaying the values or names of the data points directly on the chart.



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27. This is horizontal or vertical line that extends across the plot area to make it easier to read and follow the values

- a. Tick Mark
- b. Value axis
- c. Gridline
- d. Data Point

Ans: c. Gridline

Explanation: These are horizontal or vertical lines that extend across the plot area. Gridlines make it easier to read and follow the values by aligning data points with the corresponding values on the axes. They enhance the chart's readability by providing a visual reference for the data points.

28. What is the main advantage of using a bar chart over a pie chart?

- a. Bar charts are better at showing trends over time.
- b. Bar charts allow for easy comparison of individual values.
- c. Bar charts can display more categories.
- d. Bar charts are more visually appealing.

Ans: b. Bar charts allow for easy comparison of individual values.

Explanation: Bar charts allow for easy comparison of individual values because the length of the bars is proportional to the values they represent, making it easier to compare values across different categories.



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29. This is an optional title or name for the chart

- a. Heading
- b. Category tile
- c. Plot Area
- d. Chart title

Ans: d. Chart title

Explanation: Chart title is the specific term used in Excel for the main title of the entire chart. It provides an overview of what the chart represents and is optional.

The Chart title is an optional element that you can add to your chart to give it a name or title that describes the overall content or purpose of the chart.

30. Which one of the following is an object that explains the symbols, patterns, or colors used to differentiate the series in the chart?

- a. Category Axis
- b. Legend
- c. Embedded Chart
- d. Dictionary

Ans: b.Legend

Explanation: This is the key or guide that explains the symbols, patterns, or colors used in the chart to differentiate between different data series. The legend helps users understand which data series each symbol, pattern, or color represents.



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31. Which one is not a type of MS Excel chart?

- a. Doughnut Chart
- b. Apple Chart
- c. Pie Chart
- d. Radar Chart

Ans: b. Apple Chart

Explanation: MS Excel offers various types of charts such as Doughnut Chart, Pie Chart, and Radar Chart, but there is no chart specifically called "Apple Chart" in the software.

32. The pictorial that represent data in excel is _____.

- a. Legends
- b. Gridlines
- c. Graphs
- d. Charts

Ans: d. Charts

Explanation: Charts can include bar charts, line charts, pie charts, and many other types that visually display data trends, patterns, and comparisons.

Charts are the primary means in Excel for creating pictorial representations of data. They convert raw data into visual formats that are easier to understand and interpret.



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33. Which one of the following is the background for the chart and it can be filled with a color or pattern?

- a. Background
- b. Fill
- c. Chart Title
- d. Chart Area

Ans: d. Chart Area

Explanation: The Chart Area in a chart is the entire background area of the chart, which includes all the elements such as the plot area, titles, legends, and labels. The Chart Area can be filled with a color or pattern to enhance the visual appeal of the chart.