



Name of the Bundle	Basic Bundle (2026)	Subject	MS-Office V2
Topic	Basic Charts	Last updated on	28 February 2026

1. What is the main purpose of a chart in Excel?

- a. To calculate data automatically
- b. To visually represent worksheet data
- c. To sort data alphabetically
- d. To create a table

Ans: b. To visually represent worksheet data

Explanation: Charts help present data visually for easier interpretation.

2. Which of the following is a type of chart in Excel?

- a. Line Chart
- b. Text Box
- c. Formula Bar
- d. Cell Border

Ans: a. Line Chart

Explanation: A line chart is used to show trends over time.

3. A pie chart is used to display_____.

- a. Data trends over time
- b. Proportion of each value in the total
- c. Comparison between categories vertically
- d. Horizontal comparison

Ans: b. Proportion of each value in the total

Explanation: Pie charts show the contribution of each value to the total.



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4. Which chart is suitable for comparing categories horizontally?

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

Ans: d. Bar Chart

Explanation: Bar charts are horizontal and work well with long text labels.

5. Which step is correct to create a chart in Excel?

- a. Select data and insert a chart
- b. Enter formula and chart
- c. Save the chart
- d. Edit and paste the chart

Ans: a. Select data and insert a chart

Explanation: This is the standard procedure to create any chart in Excel.

6. Which tab is used to create a line chart?

- a. Data
- b. Insert
- c. Page Layout
- d. Review

Ans: b. Insert

Explanation: The Insert tab contains the Charts group used for creating charts.



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7. Pie charts can display multiple data series.

- a. True
- b. False
- c. Depends on data
- d. Only for numbers

Ans: b. False

Explanation: Pie charts always use one data series.

8. In a column chart, categories are compared _____.

- a. Horizontally
- b. Diagonally
- c. Circularly
- d. Vertically

Ans: d. Vertically

Explanation: Column charts compare categories in a vertical manner.

9. To change a chart type in Excel, which tab is used?

- a. Home
- b. Chart Design
- c. Data
- d. Review

Ans: b. Chart Design

Explanation: The Chart Design tab allows changing chart types anytime.



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10. Which of the following is a horizontal version of a column chart?

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

Ans: c. Bar Chart

Explanation: Bar charts are horizontal and show category comparisons.

11. Which chart type is best for showing trends over time?

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

Ans: c. Line Chart

Explanation: Line charts are designed to show data trends over time.

12. A column chart compares categories vertically.

- a. True
- b. False
- c. Depends on Data
- d. Only for numbers

Ans: a. True

Explanation: Column charts arrange categories along the vertical axis.



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13. To create a pie chart, which symbol is clicked in the Insert tab?

- a. Line
- b. Column
- c. Pie
- d. Bar

Ans: c. Pie

Explanation: The Pie symbol is used to insert a pie chart.

14. The chart title appears at the bottom of the chart.

- a. True
- b. False
- c. Depends on Data
- d. Only for numbers

Ans: b. False

Explanation: The chart title appears at the top of the chart.

15. Which option is used to apply a different chart type to an existing chart?

- a. Home → Change Type
- b. Chart Design → Change Chart Type
- c. Insert → Recommended Charts
- d. Data → Edit Chart

Ans: b. Chart Design → Change Chart Type

Explanation: The Chart Design tab allows switching chart types anytime.



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16. What is the first step to create any chart in Excel?

- Click Insert → Chart
- Select the data range
- Click OK
- Add a chart title

Ans: b. Select the data range

Explanation: Always select data first before creating a chart.

17. Pie charts always represent _____ data series.

- Multiple
- Single
- Horizontal
- Trend

Ans: b. Single

Explanation: Pie charts cannot represent multiple series at once.

18. Which chart type is recommended to display the contribution of each value to the total?

- Column Chart
- Pie Chart
- Line Chart
- Bar Chart

Ans: b. Pie Chart

Explanation: Pie charts visualize parts of a whole.



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19. The Line with Markers chart shows trends with _____.

- a. Dots at data points
- b. Bars only
- c. Slices
- d. Horizontal lines

Ans: a. Dots at data points

Explanation: Markers highlight exact values in a line chart.

20. Which of the following is not a chart type?

- a. Line Chart
- b. Column Chart
- c. Table Chart
- d. Pie Chart

Ans: c. Table Chart

Explanation: Table is not a chart type; it's a data format.

21. In Excel, the Insert tab contains the _____ group to create charts.

- a. Charts
- b. Data
- c. Review
- d. File

Ans: a. Charts

Explanation: The Charts group contains all chart symbols for creation.



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22. Which chart type compares categories vertically?

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

Ans: b. Column Chart

Explanation: Column charts are vertical comparisons of categories.

23. The Chart Design tab is only for creating new charts.

- a. True
- b. False

Ans: b. False

Explanation: The Chart Design tab allows modifying existing charts as well.

24. Which chart is best to show data trends over time?

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

Ans: c. Line Chart

Explanation: Line charts are specifically designed for trend analysis.



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25. Charts help to save _____ in data analysis.

- a. Paper
- b. Ink
- c. Time
- d. Money

Ans: c. Time

Explanation: Charts save time in data analysis by presenting information visually for quick understanding.

26. Charts are useful for reports and _____.

- a. Games
- b. Presentations
- c. Typing
- d. Drawing

Ans: b. Presentations

Explanation: Charts are useful for reports and presentations because they display data clearly and attractively.