Chapter-2

Advanced Features of Excel 2016

Section A: Fill in the Blanks

Pie,   Category,   Value,   Chart,   Line

1. A _____ in Excel is a graphical tool that communicates data visually.

2. The _____ axis is the horizontal axis of a chart.

3. The _____ axis is the vertical axis used to plot the values.

4. A _____ chart is used to display trends over time.

5. A _____ chart is a type of circular Excel chart that represents data in

   a circular format.

Section B: Match the Following

Chart Type	Description
1. Column Chart	A. Displays trends over time.
2. Line Chart	B. Represents data in a circular format.
3. Pie Chart	C. Shows vertical bars to compare values across categories.
4. Bar Chart	D. Shows horizontal bars with axis values at the bottom.
5. Area Chart	E. A line chart with areas below the lines filled with colors.

Section D: True or False

1. A pie chart can display multiple data series. (True / False)

2. The plot area contains the actual chart itself, including plotted data and axes. (True / False)

3. A pivot table can be used to summarize and analyze data. (True / False)

4. Conditional formatting can only be applied to numerical data. (True / False)

5. Absolute cell references do not change when copied to another cell. (True / False)

Multiple Choice Questions

1. Which of the following is NOT a component of a chart in Excel?

   a) Chart Title

   b) Data Series

   c) Plot Area

   d) Formula Bar

2. Which chart type is best suited for displaying trends over time?

   a) Column Chart

   b) Line Chart

   c) Pie Chart

   d) Bar Chart

3. What is the primary purpose of a pivot table in Excel?

   a) To create charts

b) To summarize and analyze data

c) To apply conditional formatting

d) To perform mathematical calculations

4. Which of the following is an example of a relative cell reference?

a) AM

b) A1

c) $A2$

d) AI

5. What does the #DIV/0! error in Excel indicate?

a) A division by zero error

b) A missing value

c) An invalid cell reference

d) A text error

True or False

1. A bar chart shows vertical bars with axis values on the left side. (True / False)

2. The legend in a chart helps differentiate the data series. (True / False)

3. Conditional formatting can be used to highlight cells based on specific criteria.

   (True / False)

4. A mixed cell reference fixes either the row or the column. (True / False)

5. The #VALUE! error occurs when a column is not wide enough. (True / False)