

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

1. Column Chart

2. Line Chart

3. Pie Chart

4. Bar Chart

5. Area Chart

Description

A. Displays trends over time.

B. Represents data in a circular format.

C. Shows vertical bars to compare values across categories.

D. Shows horizontal bars with axis values at the bottom.

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)