

UNIT 4: SPREADSHEET PRESENTING DATA USING CHARTS



Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Answer the questions.

a) What is a chart?

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b) There are four common types of charts; column chart, bar chart, pie chart and line chart. Describe each type.

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c) Using Microsoft Excel, we can present data in a form of charts. Write the step-by-step instructions on how to create a chart in MS Excel.

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