

**Std : 6**

**Ch : 5 Calc – Creating Charts**

**Textual Exercises**

**Que. A Tick the Correct answer.**

1. Each Sheet has a name displayed on a \_\_\_\_\_ tab at the bottom of the workbook.
  - a. **Sheet**
  - b. Chart
  - c. Column
2. \_\_\_\_\_ is the chart area where actual chart is plotted.
  - a. Legend
  - b. Data Series
  - c. **Plot Area**
3. Text at the top of the chart is called \_\_\_\_\_.
  - a. Legend
  - b. **Chart Title**
  - c. Value Axis
4. \_\_\_\_\_ chart has the shape of round pie cut into pieces or slices.
  - a. Scatter
  - b. **Pie**
  - c. Bar
5. \_\_\_\_\_ chart shows the correlation between two value sets.
  - a. Area
  - B. Line
  - c. **Scatter**

**Que . B True / False :**

1. By default, workbook contains one worksheet in Calc . [ T ]
2. You can rename your calc worksheets to help you identify the content. [ T ]
3. Data series is caption which identifies the category of axis. [ F ]
4. The horizontal and vertical lines on the plot area are gridlines. [ T ]
5. Area chart shows the correlation between two value sets. [ F ]
6. Chart style is used to change the appearance of the chart. [ T ]

**Que. C Fill in the blanks :**

1. The **Normal** view shows one continuous page of columns and rows.
2. By default, all worksheet tabs are **white** in color.
3. Charts are made up of a variety of elements, also called data **Objects** .
4. **Legend** tells what each data series in your chart represents.
5. A bar chart displays data **Horizontally** instead of vertically.
6. **Chart area** is the area where chart components are enclosed.

**Que . D Define the following :**

1. **Worksheet** : Calc allows us to organize data in rows and columns. These rows and columns are collectively called a worksheet.
2. **Page Break View** : It indicated page breaks with lines. You can click and drag these lines to modify where pages break.
3. **Column Chart** : This chart displays the data which changes over a period of time and compares various items.
4. **Area Chart** : It displays the magnitude of change over time .
5. **Net Chart** : Just like a spider web, it depicts separate axes for each data category radiating out from the center.

**Que . E Answer in one – two sentences :**

**1. How do we switch between worksheets ?**

Ans : We can switch to another worksheet in a workbook by clicking tabs, along the bottom of the spreadsheet window.

**2. What is the use of Gridlines in chart ?**

Ans : The gridlines are the horizontal and vertical lines on the plot area, which are inserted in the chart to enhance its readability.

**3. What do you mean by customizing any chart ?**

Ans : You can customize any chart to make change to the format of the chart type, chart text and chart object.

**4. What do you mean by adding title to chart ?**

Ans : Calc allow you to add title to the chart which indicated what the chart is all about.

**:Extra Questions :**

**Answer in one word :**

1. What is chart in Clac?

**Ans : Graphical Representation**

2. Which axis is known as a Category Axis in Calc?

**Ans : X-Axis**

3. Which Axis is known as a Value Axis in Calc?

**Ans : Y-Axis**

4. What is a group of data from which a chart is derived in Calc?

**Ans : Data Series**

5. Which type of chart is ideal for tracking stock market activity in Calc?

**Ans : Stock**

6. What is a text or label that provides additional information on data points in Calc?

**Ans : Data Label**

7. How many different views in Calc Worksheet ?

**Ans : 3 (Normal View, Page Break View, Full Screen View)**

8. Which is default view in Calc?

**Ans : Normal View**

9. Which key is used to exit Full Screen View?

**Ans : ESC Key**

10. Which type of Chart is a combination of column chart and Line Chart in Calc?

**Ans : Column and Line**