Class: VI   Subject: Computer   Topic: Ch 3 Answer key

A. Tick the Correct option
   1. Value axis
   2. Home tab
   3. Text

B. Fill in the blanks
   1. Column
   2. Scatter charts
   3. Plot Area

C. True/False
   1. False
   2. False
   3. False
   4. True

D. Match the following
   1-b   2-c   3-d   4-a

E. Answer the following questions
   1. Define the following terms
      a. Data series
         A data series is related to a set of values. It is represented by the bars or slices that represent the data values.
      b. Legend
         Legend is a key which shows the meanings of a symbols and colours used in the chart.
   2. When do we need custom sorting?

Ans: Custom sorting is used when more than one column is to be sorted in such a way that the first column is in ascending order and if some data is the same for more than one row, then the second column of such rows gets sorted in descending order.

3. Write down the steps to create a chart

Ans: To create a chart, follow the given steps:

Step 1: Select the range of cells

Step 2: Click on the Insert tab

Step 3: Click on the Insert Column or Bar Chart button.

Step 4: Select the 2-D Column Chart option.

COMPETENCY-BASED/APPLICATION-BASED QUESTIONS

1. Sorting data
2. Pie Chart