1. Label the chart elements in the given figure.

2. Fill in the blanks.
   a. Data labels
   b. Column
   c. sparkline
   d. Filter
   e. Win/Loss

3. Circle the correct option.
   a. (iii)
   b. (i)
   c. (iii)
   d. (iii)
   e. (i)

4. Put a tick (√) for the correct statements and a cross (×) for the wrong ones.
   a. √
   b. √
   c. ×
   d. ×
   e. ×

5. Answer the questions.
   a. A chart is a pictorial representation of data.
   b. Charts make it easier to understand the large quantities of data. They also help us compare and analyse the relationship among different parts of data.
   c. (i) **Data series**: These are the bars, lines, slices or other elements that represent the data values in a chart.

      (ii) **Data table**: It refers to the set of data values using which the chart is drawn.

      (iii) **Data labels**: These are used to identify the details of data points in a data series.

      (iv) **Legend**: It refers to a colour or pattern that identifies the data series. Each data series used in a chart has a unique legend which makes it easier to distinguish them visually.

   d. To change the layout of a chart, follow these steps.
      1. Select the chart whose layout is to be changed.
      2. Click the Design tab.
      3. Click the More button in the Chart Layouts group. A list of different types of layouts appears.
      4. Select the desired layout for the chart from the list. The layout of the selected chart is changed.

   e. Chart area refers to the rectangular area that contains all the elements of a chart, while the plot area refers to the rectangular area enclosed within the axes of the chart. The data is plotted in the plot area.
f. (i) **Pie chart and Doughnut chart**
   Pie chart displays data for a single data series in the form of a circle. A Doughnut chart is a variation of Pie chart. However, it can display multiple series of data. In this chart, the data is arranged in the form of ‘rings’ and each ring represent a data series in the chart.

(ii) **Line chart and Area chart**
   A Line chart displays data in the form of a line which is formed by connecting the data points. An Area chart is much similar to a Line chart but the area beneath the lines is filled with colour.

(iii) **Column chart and Bar chart**
   Both Column and Bar charts are used to show comparison among different values using bars of different heights. The difference is that a Column chart displays data in the form of vertical bars, while the bars in a Bar chart are aligned horizontally.

g. To resize a chart, select it, position the mouse at any of its corners and click and drag the mouse inward or outward.

h. A sparkline is a mini chart placed inside a single cell of the worksheet. It provides a visual representation of data. Sparklines are used to show trends in a series of values. There are three types of sparklines, which are as follows.
   - **Line**: It shows the trends in data at equal intervals.
   - **Column**: It illustrates changes in data over a period of time or comparison among different items.
   - **Win/Loss**: It indicates whether a cell value is positive (a win), negative (a loss) or zero (a tie).

6. **Application-based questions.**
   a. To change the chart type from Bar chart to Column chart, Mohini should follow these steps.
      1. Select the Bar chart.
      2. Click the Design tab.
      3. Click the Change Chart Type button in the Type group. The Change Chart Type dialog box appears.
      4. Select the Column chart type from the left pane and desired subtype under Column section from the right pane.
      5. Click OK. The chart type is changed.

b. Design tab, Location group and Move Chart option

c. Column chart or Bar chart

d. (i) Recommended Charts option
   (ii) Charts group under Insert tab