Worksheet
2

TABLE AND CHARTS IN POWERPOINT

Chapter-7

Class -6

A. Fill in the blanks using the hints given below:

Hints: Shading, Insert, Axis Titles, Chart Layouts, Legend Hints

1. The Table option is present under the Tables group of the .... tab.

2. .... command is used to change the background of the table.

3. Chart styles are listed in the .... group of the Design tab.

4. .... is a key which shows the meanings of symbols and colours used in the chart.

5. The .... command is used to give titles of both x-axis and y-axis.

B. Write 'T' for true and 'F' for false.

1. We cannot give background colour in a table. ....

2. PowerPoint does not provide any tool to improve the appearance of a chart. ....

3. Plot area of a chart is the rectangular area bounded by the two axis. ....

4. The bar chart displays the data in the form of long rectangular rods, also called bars. ....

5. You cannot align text in a table. ....

C. Match the following:

1. Legend   a. Value axis

2. X-axis   b. shows the meanings of symbols and colours

3. Y-axis   c. includes all objects and elements in a chart

4. Chart Area   d. Category axis