

Worksheet

Name:

Roll No: Class: Section:

Date:

TABLE AND CHARTS IN POWERPOINT

Chapter-7

A. Tick (✓) the correct option.

1. Which of these is the horizontal axis in a chart?

a. Bar

☐

b. Category Axis

☐

c. Value Axis

☐

2. Which group of the Layout tab contains Chart title command?

a. Illustrations

☐

b. Labels

☐

c. Tables

☐

3. Which of the following is not a type of chart?

a. Pie

☐

b. Radar

☐

c. None of these

☐

B. Match the following:

1. Y-Axis

a. Meaning of symbols

2. X-Axis

b. Value axis

3. Legend

c. Category Axis

C. Answer the following questions:

1. When should one use Pie Chart?

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2. Name four groups of Layout tab.

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3. Write the steps to enter data in a table.

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