

Worksheet

2

Name:

Roll No: Class: Section:

Date:

CHARTS IN EXCEL

Chapter-3

A. Define the following:

1. Custom Sort -
2. Gridlines -
3. Chart -
4. Plot Area -

B. Tick (✓) the correct option.

1. How does a Bar Chart represent data?
 - a. Using long rectangular rods placed horizontally ☐
 - b. Using textures and pictures to emphasize data ☐
 - c. Displaying data in the form of vertical bars ☐
 - d. Emphasizing the area between the line and the axis ☐
2. How can you achieve sorting with specific conditions in Excel for multiple columns?
 - a. Use the default sorting option ☐
 - b. Utilize the Custom Sort feature ☐
 - c. Sort each column separately ☐
 - d. Combine all columns into one before sorting ☐

C. Number the steps to sort data.

- Step - Click on Home tab.
- Step - Select Sort A to Z (for text) or Sort Smallest to Largest (for numbers) to sort the data in ascending order.
- Step - Select the data to be sorted.
- Step - Click on the Sort & Filter command.