



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CHARTS IN EXCEL**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.