

Lesson 2 Quiz

Circle the correct answer for each question.

1. Which of the following charts uses vertical bars to display data?
 - a. Bar
 - b. Pie
 - c. Area
 - d. Column
2. Which of the following charts uses horizontal bars to display data?
 - a. Pie
 - b. Bar
 - c. Column
 - d. Scatter
3. A _____ is a visual representation of data.
 - a. spreadsheet
 - b. border
 - c. chart
 - d. table
4. Which of the following charts is used to compare a single category of values as parts of a whole?
 - a. Bar
 - b. Pie
 - c. Scatter
 - d. Column
5. A chart _____ identifies which data series each color represents.
 - a. legend
 - b. vertical axis
 - c. title
 - d. horizontal axis

6. What information appears most commonly on the horizontal axis?
 - a. Quantities
 - b. Data series headings or time frames
 - c. Data series color definitions
 - d. Titles

7. What information appears on the vertical axis?
 - a. Data series color definitions
 - b. Titles
 - c. Even counts of all the values in your data series
 - d. Data series headings or time frames

8. Which of the following charts is used to identify the type of relationship (if any) between categories and/or variables?
 - a. Scatter
 - b. Pie
 - c. Column
 - d. Area

9. A _____ is a series of points that are plotted on a chart or graph.
 - a. line
 - b. data markers
 - c. data series
 - d. bar

10. A _____ is used to show a common attribute or trend among your data points.
 - a. trendline
 - b. data table
 - c. scatter diagram
 - d. legend

11. What information is contained in a data label?
 - a. Data series names
 - b. Data point values
 - c. Category names
 - d. Axis values

12. _____ are used to show a margin of error for each data point.
- Trendlines
 - Error bars
 - Gridlines
 - Vertical axes
13. A _____ identifies the information being displayed in the chart.
- legend
 - vertical axis
 - title
 - horizontal axis
14. In most charts, each data series is assigned a color or pattern to uniquely identify it. Which type of chart assigns a color to each data point instead of series?
- Column
 - Area
 - Pie
 - Scatter
15. When could you use a right vertical axis on a chart?
- When you have too much data for one axis.
 - When you are measuring two different sets of data.
 - When you have more than 5 categories.
 - When you have more than 10 data points.
16. Which two chart types are the most interchangeable?
- Pie and Area
 - Bar and Column
 - Line and Scatter
 - Pie and Bar
17. How can you quickly change the appearance of a data series in your chart?
- Double-click on a series
 - Ctrl + single click on a series
 - Click and drag the series
 - Click the Format Painter

18. What command enables you to change the location of your chart?
- Cut
 - Copy
 - Move
 - Delete
19. Which of the following charts is used to represent cumulated totals over time, comparing two or more quantities – similar to a line chart?
- Column
 - Area
 - Pie
 - Scatter
20. To delete a chart, click once on the chart to select it and then _____.
- click the X in the top of the window.
 - press the X key on the keyboard.
 - click and drag the chart off the spreadsheet.
 - press the delete key on the keyboard.