1. (1.0 point)  
The ____ is the only one of the following charts to compare relative values from different categories to the whole.  
a. pie  
b. column  
c. line  
d. area

2. (1.0 point)  
The ____ dialog box provides options for moving charts between worksheets and chart sheets.  
a. Insert New  
b. Tab  
c. Move Chart  
d. Change Chart

3. (1.0 point)  
To move or resize an embedded chart, ____.
   a. select the chart and drag the selection box  
   b. drag the sizing handle on the selection box  
   c. select the chart and press Tab  
   d. both a and b

4. (1.0 point)  
To reposition the legend to the left-hand side of a chart, click the Legend button, and then click ____.
   a. Reposition Legend  
   b. Show Legend at Left  
   c. Move Legend  
   d. Adjust Legend

5. (1.0 point)  
The Label Position option in the Format Data Labels dialog box includes ____.
   a. Center  
   b. Inside End  
   c. Outside End  
   d. all of the above

6. (1.0 point)  
To move one slice of a pie chart away from the pie creates a(n) ____.
   a. spontaneous pie chart  
   b. perfect pie chart  
   c. exploded pie chart  
   d. exponential pie chart

7. (1.0 point)  
If you do not want a chart to reflect new values in the data source, you should ____.
   a. not create a chart  
   b. change the default settings  
   c. paste the chart as a Picture  
   d. create the chart in Microsoft Word
8. (1.0 point) 
To display a large number of categories whose values are close to one another, you should create a ____ chart.
   a. column
   b. bar
   c. pie
   d. either a. or b.

9. (1.0 point) 
To display Mar 17, 2008 as a custom format, you would type ____ in the Format Code: box in Excel.
   a. mm dd, yy
   b. mmm dd, yyyy
   c. mmm dd, yyyy
   d. mm, yyyy

10. (1.0 point) 
To specify the name of a new data series and its range of data values, use the ____ dialog box.
    a. Edit Series
    b. Select Data
    c. Select Series
    d. Add Data

11. (1.0 point)
    =’Trolley Schedule’!$A$2:$C$12 identifies a ____.
       a. Series data range
       b. Column chart type
       c. Chart series source
       d. Chart data range

12. (1.0 point) 
A column sparkline can be ____.
    a. inserted anywhere within the workbook
    b. can represent data from several rows
    c. can represent data from several columns
    d. any of the above

13. (1.0 point)
    Rotation options for a chart allow you to rotate the ____.
    a. x-axis
    b. y-axis
    c. perspective
    d. all of the above

14. (1.0 point) 
Which of the following represents a range of data in Excel?
    a. A2-B2
    b. B7, C4
    c. A1.M4
    d. C2:F12
15. (1.0 point)
A(n) ____ chart is similar to a line chart, but uses a fill color to shade areas under the lines.
   a. bar
   b. area
   c. stock
   d. column

16. (1.0 point)
Because of the visual distortion that can result with 3-D charts, you should ____.
   a. never use a 3-D chart
   b. include data labels with all 3-D charts
   c. use a 3-D chart only for charts with many data series
   d. format all sections in similar colors

17. (1.0 point)
Every chart must have a data source.
   a. True
   b. False

18. (1.0 point)
When selecting a data source for a pie chart, select all rows and columns, including total rows and columns.
   a. True
   b. False

19. (1.0 point)
By default, embedded charts display the chart and any text or figures on separate pages.
   a. True
   b. False

20. (1.0 point)
To change a border color on a chart, click the Color button to open the color palette.
   a. True
   b. False

21. (1.0 point)
In pie charts with legends, it’s best to make the slice colors as similar as possible.
   a. True
   b. False

22. (1.0 point)
You can rotate a 3-D chart along the x-axis, y-axis, and z-axis.
   a. True
   b. False
23. (1.0 point)  
When data bars are used with negative values, the date bars originate from the center of the cell with negative bars extending to the left and positive bars extending to the right.  
a. True  
b. False

24. (1.0 point)  
Excel has a built-in format to display four-digit year values, so you do not need to create one.  
a. True  
b. False

25. (1.0 point)  
Excel allows you to overlay a legend on a chart as a space-saving option.  
a. True  
b. False

26. (1.0 point)  
Sparklines differ from data bars in that the sparklines are always placed in the cells containing the value they represent and each cell represents only a single bar from the bar chart.  
a. True  
b. False

27. (1.0 point)  
If you cannot find the right chart to meet your needs, Excel allows you to create a custom chart based on the built-in chart types.  
a. True  
b. False

28. (1.0 point)  
Embedded charts can be moved and resized.  
a. True  
b. False

29. (1.0 point)  
The lengths of data bars are based on the value of each cell in the selected range.  
a. True  
b. False

30. (1.0 point)  
After you select the data source, Excel determines the series name, series values, and category values based on the data source.  
a. True  
b. False

31. (1.0 point)  
A color bar is a conditional format that adds a horizontal bar to the background of a cell containing a numeric value.  
a. True  
b. False
32. (1.0 point)
By default, Excel inserts a chart as an embedded chart.
- True
- False

33. (1.0 point)
To explode a pie chart slice, select that slice and then drag it away from the pie.
- True
- False

34. (1.0 point)
To create a set of sparklines, you first select a data range containing the data you want to graph.
- True
- False

35. (1.0 point)
In a pie chart, the largest piece of pie represents the data series with the smallest value.
- True
- False

36. (1.0 point)
Extreme viewing angles in a 3-D chart may elongate the chart and misrepresent the data.
- True
- False