

National Institute of Open Schooling (NIOS)
Senior Secondary
Worksheet-37
L-37 GRAPHS AND CHARTS

1. What is the role of Graphs and Charts in representation of data? Create a chart on Excel sheet and write the process to creating the chart.
2. A Chart/graph is a pictorial presentation of data. Write the all-basic elements of a chart/graph to understand and explain the chart/graph.
3. Explain the all steps how the elements of a chart such as plot area, X-axis, Y-axis, data, titles, labels, legends and gridline can be formatted and edited as per the requirement.
4. Write the following steps of changing the format of a selected chart element:
 - Changing the shape style
 - Changing the shape outline
 - Changing the text format
 - Changing the layout of chart elements
 - Changing the chart type
5. In Excel software Pie chart cannot plot more than seven categories. The categories represent the parts of whole Pie. Write the steps for creating a Pie Chart.
6. What are the differences between
 - Area, XY chart and doughnut
 - 2-D Charts and 3-D Charts
7. Differentiate between pie charts, line charts and column charts respectively?
8. Write down the usage and purpose of column chart, pie chart and line chart.
9. Explain the advantages of using Charts/Graphs.
10. Explain different types of charts which can be prepared using Excel?