



CHAPTER 3 - Tables and charts in PowerPoint

A. Tick the correct option.

1. Which of these objects can be inserted in Power point 2016?
(a) Table (b) Charts (c) Both of these
2. After inserting a table in power point 2016, 2 tabs of appear automatically.
(a) Table (b) Table tools (c) Table format
3. Combining two or more cells together is called? -----
(a) Merging cell (b) Splitting cells (c) Inserting
4. Which of these are the elements of a chart?
(a) Chart area (b) Plot area (c) All of these
5. To insert a table in power point, click on:
(a) Format tab and Table (b) Insert tab and Table (c) View tab and table

B. Fill in the blanks:-

1. There are Three ways by which you can create tables in power point.
2. Power point offers 11 chart categories
3. X-axis is usually the horizontal axis and contains categories.
4. Pie charts are used to compare Percentage of a whole.
5. In the Design tab, you can control chart type, styles, etc.

C. Write 'T' for true and 'F' for false for the following statements.

1. There are two ways to create tables in power point. -F
2. You cannot merge and split table cells - F
3. The area within the axes is known as Plot Area - T
4. Column charts can be used to compare percentages of a whole - F
5. A table is a grid of cells arranged in rows and columns - T

D. Short answer questions.

1. Name different elements of a chart.

- Chart title
- Axis
- Value Axis
- Category Axis

2. What is the different between merged cells and split cells?

Merge cells	Split cells
<ul style="list-style-type: none">• Select the table cells that you want to combine• Click the Merge cells command in the Merge group on the Layout tab.	<ul style="list-style-type: none">• Click on the table cells that you want to split• Click the split cells command in the merge group on the layout tab.

3. What does line chart show?

- It examines how values fluctuate over time. Data is displayed in a set of points connected by a line.

E. Long answer questions.

1. How will you create a table in Power point?

Creating Table: Power point provides features to organize and present any information in tabular form. Presenting information in tabular form helps us to understand the data and facts visually. To insert a table in a slide, follow the steps:

Step 1: Place the cursor at the point where you want to insert the table.

Step 2: Click on the Insert tab.

Step 3: Click on the Table command in the Tables group.

2. Write the steps to insert a new row in a table?

Step1: Click on a table cell where you want to insert a column or row.

Step 2: In the Rows and Columns group in the layout tab, click on the insert left or insert right to add a column

Step 3: Click on the insert above or insert below to add a row.

3. Name and write about any three types of charts

- Pie Chart: It is used to compare percentages of a whole. Data from different categories are displayed as a percentage of a whole
- Column charts: They are used to compare values in different categories against one another, usually over time. Data is displayed in vertical columns.
- Line Chart: It examines how values fluctuate over time. Data is displayed in a set of points connected by a line.

4. Explain how can will move a chart in a slide?

Step 1: click on a chart, a chart area boundary appears around the chart.

Step 2: Hover the mouse pointer anywhere over the chart area boundary, it will change to a arrow sign.

Step 3: The chart can now be moved anywhere in the slide.

Step 4: If you hover the mouse pointer anywhere inside the plot area boundary.

Step 5: The chart can now be moved anywhere inside the chart area.

5. Explain the functions of the tabs in chart tools.

The chart tools appear on the ribbon when you click on the chart. The tool has two tabs Design and format.

In the design tab, you can control the chart type, chart data, chart layouts and chart styles, etc.

In the layout tab, you can format the chart plot are, control the insertion of pictures textboxes and shapes styles, wordart style etc.