

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## PowerPoint Module 6: Enhancing Charts

1. Excel is integrated with PowerPoint.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

2. When you create an Excel chart in PowerPoint, you can perform advanced commands on Excel data in the worksheet window in PowerPoint.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

3. Excel charts can be embedded or linked in PowerPoint.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts

*DATE CREATED:* 3/1/2016 12:08 PM

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4. You can add trendlines and error bars to a chart.

- a. True
- b. False

## PowerPoint Module 6: Enhancing Charts

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 3/1/2016 12:08 PM  
*DATE MODIFIED:* 5/2/2016 9:01 PM

5. A linked chart is saved as a separate file.
- a. True
  - b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* OFF1.PARS.13.161 - Explain PowerPoint charts  
*DATE CREATED:* 3/1/2016 12:08 PM  
*DATE MODIFIED:* 3/1/2016 12:08 PM

6. To change PowerPoint settings, click File on the Ribbon, then click Preferences.
- a. True
  - b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* Format Chart Elements  
PowerPoint 129  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 5/2/2016 9:59 PM  
*DATE MODIFIED:* 5/2/2016 10:01 PM

7. The Chart Styles button allows you to show or hide axes, labels, or gridlines.
- a. True
  - b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False

## PowerPoint Module 6: Enhancing Charts

*LEARNING OBJECTIVES:* OFF1.PARS.13.161 - Explain PowerPoint charts

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8. If your presentation is closed when you update a linked object, a security dialog box opens the next time you open the presentation.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* PowerPoint 136  
Update a Linked Excel Worksheet

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 5/3/2016 10:00 AM

*DATE MODIFIED:* 5/3/2016 10:02 AM

9. The Chart Styles button provides chart styles and color themes you can apply to charts.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.161 - Explain PowerPoint charts

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

10. You can use a picture as a slide background for one or more slides.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Animate a Chart  
PowerPoint 131

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 5/2/2016 10:13 PM

*DATE MODIFIED:* 5/2/2016 10:15 PM

11. To change the chart colors, click the Change Colors button in the Chart Format group.

- a. True

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b. False

**ANSWER:** False  
**POINTS:** 1  
**REFERENCES:** Change Chart Design and Style  
PowerPoint 124  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 5/2/2016 9:26 PM  
**DATE MODIFIED:** 5/2/2016 9:28 PM

12. Minor gridlines can also be identified by a tick mark.

- a. True
- b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Customize a Chart  
PowerPoint 126  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.162 - Apply tick marks  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

13. If you animate a chart's data markers as a series, the entire data series is animated as a group.

- a. True
- b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Animate a Chart  
PowerPoint 130  
**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.163 - Animate chart data markers  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

14. You can embed all or part of an Excel worksheet in a PowerPoint slide.

- a. True
- b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Embed an Excel Chart  
PowerPoint 133

## PowerPoint Module 6: Enhancing Charts

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 5/2/2016 10:36 PM

*DATE MODIFIED:* 5/2/2016 10:39 PM

15. The object you create with a source program is called the destination file.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Embed an Excel Chart  
PowerPoint 132

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.164 - Insert an Excel chart

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

16. A linked object is stored in its source file.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Link an Excel Worksheet  
PowerPoint 134

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.165 - Link an Excel worksheet

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

17. When a file is linked to PowerPoint and you want to edit it in its source program, PowerPoint must be closed.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* PowerPoint 136  
Update a Linked Excel Worksheet

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.166 - Edit and update a linked worksheet

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

## PowerPoint Module 6: Enhancing Charts

18. The Change Chart Type button is in the \_\_\_\_ group.

- a. Type
- b. Chart
- c. Style
- d. Change

ANSWER: a

POINTS: 1

REFERENCES: Change Chart Design and Style  
PowerPoint 124

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: OFFI.PARS.13.167 - Change the chart type

DATE CREATED: 3/1/2016 12:08 PM

DATE MODIFIED: 3/1/2016 12:08 PM

19. \_\_\_\_ are small lines of measurement that intersect an axis and identify the categories, values, or series in a chart.

- a. Error bars
- b. Trendlines
- c. Tick marks
- d. Axis lines

ANSWER: c

POINTS: 1

REFERENCES: Customize a Chart  
PowerPoint 126

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: OFFI.PARS.13.162 - Apply tick marks

DATE CREATED: 3/1/2016 12:08 PM

DATE MODIFIED: 3/1/2016 12:08 PM

20. Click the \_\_\_\_ button in the Chart Layouts group to choose a chart layout from the Layout Gallery.

- a. Chart Style
- b. Chart Layout
- c. Quick Access
- d. Quick Layout

ANSWER: d

POINTS: 1

REFERENCES: Change Chart Design and Style  
PowerPoint 124

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: OFFI.PARS.13.168 - Modify a chart layout

DATE CREATED: 3/1/2016 12:08 PM

DATE MODIFIED: 3/1/2016 12:08 PM

21. The actual value for each data series marker is called a \_\_\_\_.

- a. data label
- b. trendline
- c. value
- d. data marker

ANSWER: a

## PowerPoint Module 6: Enhancing Charts

*POINTS:* 1  
*REFERENCES:* Customize a Chart  
PowerPoint 126  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* OFFI.PARS.13.169 - Add data labels to data markers  
*DATE CREATED:* 3/1/2016 12:08 PM  
*DATE MODIFIED:* 3/1/2016 12:08 PM

22. You can embed a chart using the \_\_\_\_\_ button on the Insert tab.

- a. Chart
- b. Graphic
- c. Object
- d. Excel

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* PowerPoint 122  
Working with Charts in PowerPoint  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 5/2/2016 9:08 PM  
*DATE MODIFIED:* 5/2/2016 9:11 PM

23. A longer duration, or animation timing, slows down the the animation.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* Animate a Chart  
PowerPoint 130  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 5/2/2016 10:19 PM  
*DATE MODIFIED:* 5/2/2016 10:21 PM

24. Major \_\_\_\_\_ identify major units on the axis and are usually identified by a tick mark.

- a. axis
- b. labels
- c. borders
- d. gridlines

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* Customize a Chart  
PowerPoint 126  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* OFFI.PARS.13.170 - Add gridlines to a chart

## PowerPoint Module 6: Enhancing Charts

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25. You can add tick marks in the \_\_\_\_pane.

- a. Title
- b. Chart Options
- c. Format Axis
- d. Format Chart

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Customize a Chart  
PowerPoint 126

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.162 - Apply tick marks

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

26. To change the space between data series markers in the chart, \_\_\_\_.

- a. adjust the number in the Series Overlap text box
- b. drag a data series marker left or right
- c. change the width of the data series marker outline
- d. modify the data series marker formula

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Format Chart Elements  
PowerPoint 128

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.171 - Modify data markers overlap

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

27. When adjusting the space between data series markers, a positive number \_\_\_\_.

- a. moves the data markers up in the plot area
- b. adds space between the data markers
- c. moves the data markers to the left in the plot area
- d. overlaps the data markers

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Format Chart Elements  
PowerPoint 128

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.171 - Modify data markers overlap

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

28. Linear Up is a type of \_\_\_\_ that you can apply to data series markers.



## PowerPoint Module 6: Enhancing Charts

- a. Gradient
- b. Pattern
- c. Trendline
- d. Tick Mark

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Format Chart Elements  
PowerPoint 128  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.172 - Add gradient fill to data markers  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

29. You can enter a value from \_\_\_\_ percent to 100 percent in the Series Overlap text box.
- a. -100
  - b. -10
  - c. 0
  - d. 50

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Format Chart Elements  
PowerPoint 128  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.171 - Modify data markers overlap  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

30. You can animate data makers of the same color individually \_\_\_\_.
- a. by category
  - b. by chart
  - c. by group
  - d. by series

**ANSWER:** d  
**POINTS:** 1  
**REFERENCES:** Animate a Chart  
PowerPoint 130  
**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.163 - Animate chart data markers  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

31. Which group in PowerPoint allows you to modify the chart title and axis labels?
- a. Arrange
  - b. Shape Styles
  - c. Chart Styles
  - d. Chart Designs

**ANSWER:** b  
**POINTS:** 1

## PowerPoint Module 6: Enhancing Charts

*REFERENCES:* Format Chart Elements  
PowerPoint 128

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.173 - Format chart title and axis labels

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

32. The program used to create an embedded object is called the \_\_\_\_.

- a. source program
- b. embedded program
- c. destination program
- d. linked program

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Embed an Excel Chart  
PowerPoint 132

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.164 - Insert an Excel chart

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

33. The object you create with the source program is saved to a file called the \_\_\_\_.

- a. destination file
- b. linked file
- c. source file
- d. fixed layout file

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Embed an Excel Chart  
PowerPoint 132

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.164 - Insert an Excel chart

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

34. A destination file is \_\_\_\_.

- a. the file that is saved by a source program when creating an embedded object
- b. another type of source file
- c. a linked object
- d. the file, such as a presentation file, where an object is embedded

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Embed an Excel Chart  
PowerPoint 132

## PowerPoint Module 6: Enhancing Charts

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* OFFI.PARS.13.164 - Insert an Excel chart  
*DATE CREATED:* 3/1/2016 12:08 PM  
*DATE MODIFIED:* 3/1/2016 12:08 PM

35. A link is a \_\_\_\_.
- a. connection between a source file and a destination file
  - b. connection between an embedded object and a source file
  - c. picture that is pasted to a slide
  - d. chart created using Microsoft Graph

*ANSWER:* a  
*POINTS:* 1  
*REFERENCES:* Link an Excel Worksheet  
PowerPoint 134

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* OFFI.PARS.13.165 - Link an Excel worksheet  
*DATE CREATED:* 3/1/2016 12:08 PM  
*DATE MODIFIED:* 3/1/2016 12:08 PM

36. Which tab is used for modifying a chart?
- a. Chart Tools Design
  - b. Excel
  - c. Excel Tools
  - d. Modify Chart

*ANSWER:* a  
*POINTS:* 1  
*REFERENCES:* Embed an Excel Chart  
PowerPoint 132

*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*LEARNING OBJECTIVES:* OFFI.PARS.13.175 - Modify an Excel chart  
*DATE CREATED:* 3/1/2016 12:08 PM  
*DATE MODIFIED:* 5/2/2016 10:30 PM

37. When you change the source file of a linked object, \_\_\_\_.
- a. the linked object becomes invalid and is removed from the slide
  - b. a new linked object is created
  - c. the linked object reflects the changes made
  - d. access to the linked object is restricted

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* Link an Excel Worksheet  
PowerPoint 134

## PowerPoint Module 6: Enhancing Charts

**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.165 - Link an Excel worksheet  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

38. To format a linked Excel worksheet, right-click it and then click \_\_\_\_.
- a. Format Object
  - b. Format Painter
  - c. Format Linked Object
  - d. Format

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Link an Excel Worksheet  
PowerPoint 134

**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.176 - Format a linked worksheet  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

39. The \_\_\_\_ function key repeats the last formatting action.
- a. F2
  - b. F3
  - c. F4
  - d. F5

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** Customize a Chart  
PowerPoint 126

**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**DATE CREATED:** 5/2/2016 9:41 PM  
**DATE MODIFIED:** 5/2/2016 9:43 PM

40. To edit or change a linked object, \_\_\_\_.
- a. click the object, then click the Link button on the Home tab
  - b. double-click the source program
  - c. open the linked object's source file
  - d. open the Links dialog box

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** PowerPoint 136  
Update a Linked Excel Worksheet

**QUESTION TYPE:** Multiple Choice  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.166 - Edit and update a linked worksheet

## PowerPoint Module 6: Enhancing Charts

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

41. To duplicate a slide, press \_\_\_\_\_ in the Slides tab.

- a. [Ctrl][D]      b. [Ctrl][H]
- c. [Ctrl][G]      d. [Ctrl][R]

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Embed an Excel Chart  
PowerPoint 132

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 5/2/2016 10:33 PM

*DATE MODIFIED:* 5/2/2016 10:36 PM

42. The following statement is not true about linked objects: \_\_\_\_\_.

- a. Your PowerPoint presentation must be open to update a linked object.
- b. You must have access to the linked object's source file.
- c. You must have access to the linked object's source program.
- d. You can open a linked object by double-clicking it.

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* PowerPoint 136  
Update a Linked Excel Worksheet

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFF1.PARS.13.166 - Edit and update a linked worksheet

*DATE CREATED:* 3/1/2016 12:08 PM

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### Case-Based Critical Thinking Question

Julie is working on a financial presentation that involves a number of complex charts. She wants her charts to be clear and easy to read. She also wants to use some of PowerPoint's advanced charting features.

43. What would Julie add to her chart to make sure her categories are clearly identified on the category axis?

- a. Trendlines      b. Tick marks
- c. Error bars      d. Up bars

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Customize a Chart  
PowerPoint 126

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

## PowerPoint Module 6: Enhancing Charts

**PREFACE NAME:** Case 6-1  
**LEARNING OBJECTIVES:** OFFI.PARS.13.162 - Apply tick marks  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

44. What could Julie add to her chart that would predict future developments?
- a. Trendlines
  - b. Tick marks
  - c. Error bars
  - d. Up bars

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** PowerPoint 122  
Work with Charts in PowerPoint

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**PREFACE NAME:** Case 6-1  
**LEARNING OBJECTIVES:** OFFI.PARS.13.161 - Explain PowerPoint charts  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

45. What could Julie add to her chart that would identify potential inaccuracies in data?
- a. Trendlines
  - b. Tick marks
  - c. Error bars
  - d. Up bars

**ANSWER:** c  
**POINTS:** 1  
**REFERENCES:** PowerPoint 122  
Work with Charts in PowerPoint

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**PREFACE NAME:** Case 6-1  
**LEARNING OBJECTIVES:** OFFI.PARS.13.161 - Explain PowerPoint charts  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

46. You can create custom theme colors by clicking the Colors button in the \_\_\_\_\_ group.
- a. Background
  - b. Master Layout
  - c. Edit Master
  - d. Edit Themes

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Link an Excel Worksheet  
PowerPoint 134

**QUESTION TYPE:** Multiple Choice

## PowerPoint Module 6: Enhancing Charts

*HAS VARIABLES:* False

*DATE CREATED:* 5/3/2016 9:55 AM

*DATE MODIFIED:* 5/3/2016 9:59 AM

47. You can animate \_\_\_\_\_ in a chart.

- a. data markers
- b. gridlines
- c. the legend
- d. the entire chart

*ANSWER:* a, d

*POINTS:* 1

*REFERENCES:* Animate a Chart  
PowerPoint 130

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.163 - Animate chart data markers

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 5/2/2016 10:08 PM

48. Data marker animation options for a chart include \_\_\_\_\_.

- a. compound animation by series and category
- b. individual data markers by series
- c. all data markers
- d. individual data markers by category

*ANSWER:* b, d

*POINTS:* 1

*REFERENCES:* Animate a Chart  
PowerPoint 130

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.163 - Animate chart data markers

*DATE CREATED:* 3/1/2016 12:08 PM

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49. A(n) \_\_\_\_\_ is a graphical representation of an upward or downward trend in a data series, also used to predict future trends.

*ANSWER:* trendline

*POINTS:* 1

*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts

*DATE CREATED:* 3/1/2016 12:08 PM

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## PowerPoint Module 6: Enhancing Charts

50. \_\_\_\_\_ identify potential error amounts relative to each data marker in a data series.

*ANSWER:* Error bars

*POINTS:* 1

*REFERENCES:* PowerPoint 122  
Work with Charts in PowerPoint

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.161 - Explain PowerPoint charts

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

51. You can change the color and effects of chart elements by applying one of the \_\_\_\_\_ in the Chart Styles gallery.

*ANSWER:* styles

*POINTS:* 1

*REFERENCES:* Change Chart Design and Style  
PowerPoint 124

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.168 - Modify a chart layout

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

52. Major \_\_\_\_\_ identify major units on the axis and are usually identified by tick marks.

*ANSWER:* gridlines

*POINTS:* 1

*REFERENCES:* Customize a Chart  
PowerPoint 126

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.170 - Add gridlines to a chart

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

53. \_\_\_\_\_ gridlines identify minor units on the axis and are usually identified by tick marks.

*ANSWER:* Minor

*POINTS:* 1

*REFERENCES:* Customize a Chart  
PowerPoint 126

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.170 - Add gridlines to a chart

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM



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54. Animating data markers individually by \_\_\_\_\_ displays the data markers of each category in the chart.

**ANSWER:** category

**POINTS:** 1

**REFERENCES:** Animate a Chart  
PowerPoint 130

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** OFFI.PARS.13.163 - Animate chart data markers

**DATE CREATED:** 3/1/2016 12:08 PM

**DATE MODIFIED:** 3/1/2016 12:08 PM

55. The \_\_\_\_\_ task pane helps you find information on a selected word or phrase.

**ANSWER:** Insights  
insights

**POINTS:** 1

**REFERENCES:** Customize a Chart  
PowerPoint 127

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 5/2/2016 9:44 PM

**DATE MODIFIED:** 5/2/2016 9:46 PM

56. The Chart \_\_\_\_\_ button allows you to show or hide specific data in a chart, such as a data series or category.

**ANSWER:** Filters  
filters

**POINTS:** 1

**REFERENCES:** PowerPoint 122  
Work with Charts in PowerPoint

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 5/2/2016 9:17 PM

**DATE MODIFIED:** 5/2/2016 9:19 PM

57. To insert a picture as a slide background, use the \_\_\_\_\_ Background button in the Customize group.

**ANSWER:** Format  
format

**POINTS:** 1

**REFERENCES:** Animate a Chart  
PowerPoint 131

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

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*DATE CREATED:* 5/2/2016 10:16 PM

*DATE MODIFIED:* 5/2/2016 10:18 PM

58. Animating data markers individually by \_\_\_\_\_ displays the data markers of each series.

*ANSWER:* series

*POINTS:* 1

*REFERENCES:* Animate a Chart  
PowerPoint 130

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.163 - Animate chart data markers

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

59. Describe in detail your understanding of embedded and linked charts. Discuss their differences and similarities and properly define the terms “source file,” “destination file,” and “source program.”

*ANSWER:* An embedded chart is an object that is created in a source program, such as Excel, and then inserted to a PowerPoint slide, known as the destination file. An embedded chart becomes a part of the destination file and can be edited in its source program by double-clicking the object. An embedded Excel chart’s data is actually stored in an Excel worksheet that is included with the PowerPoint file.

A linked chart is also created in another program, or source program, and is saved in another file known as a source file. A linked chart is not saved in the destination file. A representation or picture of the linked chart is inserted into the destination file instead of the actual chart. A linked chart can be double-clicked to edit it in its source program.

*POINTS:* 1

*REFERENCES:* Embed an Excel Chart  
PowerPoint 122  
PowerPoint 132  
Work with Charts in PowerPoint

*QUESTION TYPE:* Essay

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* OFFI.PARS.13.164 - Insert an Excel chart

*TOPICS:* Critical Thinking

*DATE CREATED:* 3/1/2016 12:08 PM

*DATE MODIFIED:* 3/1/2016 12:08 PM

60. Explain how a chart is animated. Be sure to describe which parts of the chart can be animated and how the animation works.

*ANSWER:* A chart can be animated as one object, or you can animate the data markers. If the chart is animated as a whole, the entire chart, including the chart background, animate together. If the data markers are animated individually, there are two available choices: by series and by category.

The by series option allows the data markers by each series to be animated. The data markers can be animated individually or as a group.

## PowerPoint Module 6: Enhancing Charts

The by category option allows the data markers by each category to be animated. The data markers can be animated individually or as a group.

**POINTS:** 1  
**REFERENCES:** Animate a Chart  
PowerPoint 130  
**QUESTION TYPE:** Essay  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.163 - Animate chart data markers  
**TOPICS:** Critical Thinking  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

61. Paste Format is used to paste text or objects into PowerPoint using a specific format. \_\_\_\_\_

**ANSWER:** False - Special, special  
**POINTS:** 1  
**REFERENCES:** PowerPoint 123  
Work with Charts in PowerPoint  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 5/2/2016 9:12 PM  
**DATE MODIFIED:** 5/2/2016 9:14 PM

62. Minor gridlines are darker in color than other gridlines. \_\_\_\_\_

**ANSWER:** False - Major  
**POINTS:** 1  
**REFERENCES:** Customize a Chart  
PowerPoint 126  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**LEARNING OBJECTIVES:** OFFI.PARS.13.170 - Add gridlines to a chart  
**DATE CREATED:** 3/1/2016 12:08 PM  
**DATE MODIFIED:** 3/1/2016 12:08 PM

63. You should link objects when you want to update the object manually while working in PowerPoint.

\_\_\_\_\_  
**ANSWER:** False - embed  
**POINTS:** 1  
**REFERENCES:** Link and Excel Worksheet  
PowerPoint 135  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 5/3/2016 10:03 AM  
**DATE MODIFIED:** 5/3/2016 10:05 AM

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64. Exit animation effects cause an object to leave the slide. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Animate a Chart  
PowerPoint 130

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: OFFI.PARS.13.174 - Set animation effects

DATE CREATED: 3/1/2016 12:08 PM

DATE MODIFIED: 3/1/2016 12:08 PM

65. The information that appears in the Insights task pane is generated by the Google search engine.

ANSWER: False - Bing, bing

POINTS: 1

REFERENCES: Customize a Chart  
PowerPoint 127

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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66. The object you create with a source program is saved in a destination file. \_\_\_\_\_

ANSWER: False - source

POINTS: 1

REFERENCES: Embed an Excel Chart  
PowerPoint 132

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: OFFI.PARS.13.164 - Insert an Excel chart

DATE CREATED: 3/1/2016 12:08 PM

DATE MODIFIED: 3/1/2016 12:08 PM

67. A linked object is stored in its source file, not on a presentation slide such as embedded objects. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Link an Excel Worksheet  
PowerPoint 134

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: OFFI.PARS.13.165 - Link an Excel worksheet

DATE CREATED: 3/1/2016 12:08 PM

## PowerPoint Module 6: Enhancing Charts

*DATE MODIFIED:* 3/1/2016 12:08 PM

*Match each term with its correct description.*

- a. Major gridlines
- b. Exit animation effect
- c. Wipe
- d. Trendline
- e. Error bars
- f. Tick Lines
- g. Destination
- h. Link

*REFERENCES:*

- Animate a Chart
- Customize a Chart
- Embed an Excel Chart
- Link an Excel Worksheet
- PowerPoint 122
- PowerPoint 126
- PowerPoint 130
- PowerPoint 132
- PowerPoint 134
- Work with Charts in PowerPoint

*QUESTION TYPE:* Matching

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:*

- OFFL.PARS.13.161 - Explain PowerPoint charts
- OFFL.PARS.13.162 - Apply tick marks
- OFFL.PARS.13.163 - Animate chart data markers
- OFFL.PARS.13.164 - Insert an Excel chart
- OFFL.PARS.13.165 - Link an Excel worksheet
- OFFL.PARS.13.170 - Add gridlines to a chart

*DATE CREATED:* 3/1/2016 12:08 PM

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68. Identifies minor units on the axis of a chart

*ANSWER:* d

*POINTS:* 1

69. Program that linked or embedded file ultimately appears in

*ANSWER:* g

*POINTS:* 1

70. Connection between the source file and the destination file

*ANSWER:* h

*POINTS:* 1

71. Can be major or minor

*ANSWER:* f

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## PowerPoint Module 6: Enhancing Charts

*POINTS:* 1

72. Type of animation

*ANSWER:* c

*POINTS:* 1

73. Causes an object to leave the slide during a slide show

*ANSWER:* b

*POINTS:* 1

74. Identify potential error amounts relative to each data marker in a data series

*ANSWER:* e

*POINTS:* 1

75. Identifies major units on the axis of a chart

*ANSWER:* a

*POINTS:* 1