

Lesson – 3 Advanced Features of Excel

Answer the following:

- 1. Chart is an effective way to display data in pictorial form. Charts make it easier to draw comparison, analyse the growth, relationship and trends among the values in a range.**
- 2. Column chart displays data in the form of vertical bars where the bar chart displays data in the form of long rectangular rods.**
- 3. Chart area includes all objects and elements in a chart. Where the plot area is window with in a chart area. It contains actual chart, Plotted Area, Data Series, Category and Value Axis.**
- 4. Sorting means arranging data either in an ascending or descending order in a worksheet. Data can be sorted in rows on the basis of text, numbers, combination of text and numbers or dates.**
- 5. The Filter Feature allows us to see only those records that you want to display while it hides the rest of the data temporarily from the view. We can filter a list to display records that meet specific criteria by using the AutoFilter Command**