**Spreadsheet Chart Review**

**Create a footer with your name, Chart Review and class period. Save as Chart Review in your Comp Tech folder.**

1. What tab do you need to click to insert a chart in Excel?
2. Name 5 different charts you can create in Excel.
3. In Microsoft Excel 2013, what do you click on to make changes to what is displayed on your chart?
4. What part of the chart explains what the colors, patterns, or symbols represent?
5. What type of chart is best for showing one piece of data in comparison to the whole?
6. What does the Chart Title tell you?
7. What does a line chart show?
8. What happens when you add data labels to your chart?
9. How do you move a chart so it is on a separate sheet?
10. What does a column chart show?