**Quick Concepts Answer Key**

**PowerPoint, Chapter 5**

Hands-On Exercise 1

1. What type of relationships in the displayed data do statistical charts or graphs communicate?

Statistical charts and graphs use points, lines, circles, bars, or other shapes to visually communicate numerical relationships, such as changes in time or comparisons.

2. Explain how text-based charts show relationships.

Text-based charts primarily arrange and organize information by text to illustrate a relationship between words, numbers, and/or graphics. These charts communicate relationships both verbally and visually.

3. List the purposes of a table title and subtitle.

The table title helps communicate the table’s purpose. A subtitle can provide additional information about the purpose.

Hands-On Exercise 2

1. What Ribbon tab provides table formatting options?

The Table Tools Design tab provides formatting options for tables.

1. What type of data does a linked object represent?

A linked object is a representation of data stored in the source file. The information is stored in the source file and the object in the destination file is updated when you modify the source file.

1. Define an embedded object.

An embedded object is an object that has the contents of a source file inserted in it but is no longer a part of the source file. An embedded object does not maintain a connection to the source file or source application in which the object was created.

Hands-On Exercise 3

1. Statistical charts and graphs are used to communicate what type of data?

Statistical charts and graphs help you communicate numerical relationships more effectively than using words to describe them. A chart or graph can compare data and show trends or patterns.

1. List the type of data relationships represented by a column chart.

Column charts are used to show data changes over a period of time or comparisons among items.

1. A pie chart is used to represent what type of data?

A pie chart is used to show proportions of a whole.

Hands-On Exercise 4

1. How can you ensure that a chart conveys your message quickly and accurately?

Charts should be modified and formatted to ensure that the message is conveyed quickly and accurately. Adding a chart title or subtitle, axes titles, data labels, and/or a legend can help clarify the message, but you must balance the need for clarity with the need for simplicity. In addition, review your chart data to see if the numbers can be shortened by showing them as thousands, millions, and so on. If you shorten the numbers on the value axis (y-axis) you must include an axis label identifying the axis as “in thousands” or “in millions.” You can experiment with other chart types to see which chart type conveys the message most effectively.

2. Why would you want to use a predefined layout for your chart?

Each chart type has predefined layouts that you can quickly apply to your chart. Although you can change each element of the layout individually by manually selecting a style for the individual elements, using a predefined layout keeps your charts consistent and maintains a professional feel to your presentation.

3. Name three components of a chart’s layout.

A chart layout generally includes a title, axis titles, and a legend.