

## Word 2010 – Intermediate

### SECTION E – Working with Charts

#### INSTRUCTIONS

Open a new, blank document in Word and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

#### EXAMPLE TEXT

Item	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Rent	3000	3000	3000	3000
Cleaning Supplies	350	350	350	350
Beverages	525	735	430	650
Telephone	1250	1550	1300	1250
Subscriptions	975	450	375	500
Furnishings	2750	3550	1250	4750

#### TUTORIAL TASKS AND QUESTIONS

##### Key#82485 - [Inserting a chart](#)

**Task:** With the blank document open in Word, insert a clustered column chart. Replace the Excel worksheet sample data for the chart with the first five lines of Example Text provided at the top of this document (the “Item” information through and including the “Telephone” information including all four quarters of data).

**Question:** Like Word 2007, Word 2010 does not use Microsoft Graph to create a chart. It now uses Excel’s worksheet and charting capabilities.

True or False

# Practice & Quiz Sets

## Key#82486 - [Changing the chart type](#)

**Task:** With the same blank document open in Word, and with the chart selected, change the chart type to a clustered bar chart.

**Question:** What contextual tab appears on the ribbon when a chart is selected?

- A) The Table Tools contextual tab.
- B) The Picture Tools contextual tab.
- C) The Drawing Tools contextual tab.
- D) The Chart Tools contextual tab.

## Key#82487 - [Editing the chart data](#)

**Task:** With the same blank document open in Word, and with the chart selected, edit the chart data by adding the last two lines of Example Text provided at the top of this document to the Excel worksheet data (the “Subscriptions” and “Furnishings” information including all four quarters of data).

**Question:** The Edit Data command is found where on the ribbon?

- A) On the Chart Tools contextual tab, on the Format tab.
- B) On the Chart Tools contextual tab, on the Design tab.
- C) On the Chart Tools contextual tab, on the Layout tab.
- D) None of the above.

## Key#82488 - [Adding a chart title](#)

**Task:** With the same blank document open in Word, and with the chart selected, add the chart title “ABC Company Expenses”.

**Question:** The chart title command allows you to choose from several chart title options, which answer below is NOT one of those options?

- A) Centered Overlay Title.
- B) Below Chart.
- C) Above Chart.
- D) None.

# Practice & Quiz Sets

## Key#82489 - [Changing the location of the chart legend](#)

**Task:** With the same blank document open in Word, and with the chart selected, select the Show Legend at Left option.

**Question:** By default, when you create a chart in Word, the legend is turned off.

True or False

## Key#82490 - [Adding data labels](#)

**Task:** With the same blank document open in Word, and with the chart selected, change the chart type to a Pie chart, then add the Inside End data labels to the chart.

**Question:** Data labels will identify the information for the data points in a chart, and the options available in the Data Labels command are specific to what?

- A) The chart title.
- B) The chart legend.
- C) The chart type.
- D) None of the above.