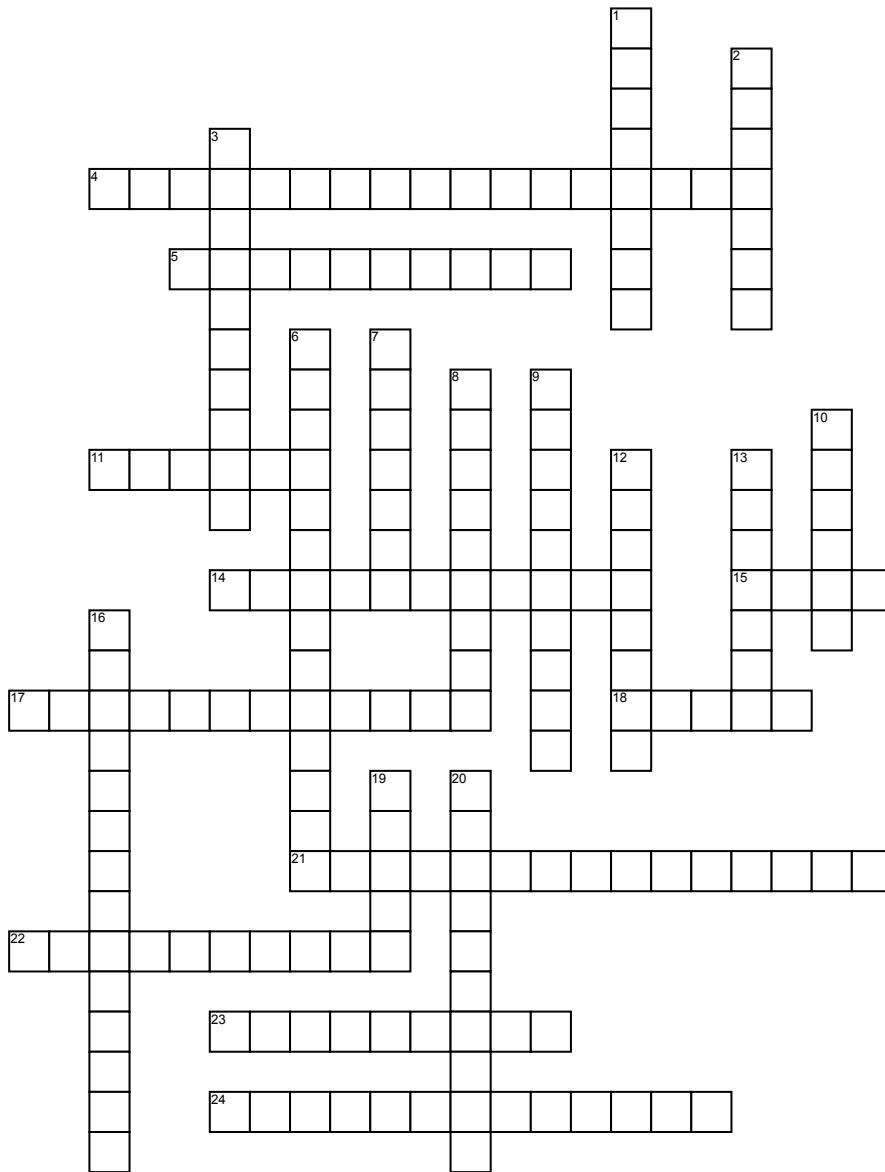Name: _____

Chapter 3 Extra Credit

Across

4. Displays the relationships within an organization, such as the managers in an office, the people they manage, and who they report to.

5. The specific values plotted on a chart.

11. Any element on a worksheet or chart that can be manipulated independently. Some chart elements are also objects.

14. A formatting arrangement that specifies the location and sizes of chart elements, such as the chart title and legend.

15. A reference in a destination document to an object (such as a chart) in a source document. Changes to the linked object in the source document are automatically made to the object in the destination document.

17. The vertical scale of a chart on which the values from each category is plotted, sometimes called the Y axis.

18. To insert an object in a destination document so that it can still be edited by the source application. When you double-click an embedded object, the source application (or its tools) appears, so you can edit the object. The original object remains unchanged because no link exists.

21. A pre-drawn graphic used to illustrate a specific data relationship, such as a list, process, cycle, hierarchy, matrix, pyramid, or other relationship.

22. A chart that occupies its own worksheet.

23. The overall background for the chart and all its elements, such as titles.

24. A chart placed as an object within a worksheet.

Down

1. Automatically calculates the total of the values in the selected range, and represents each individual value as a percentage of that total.

2. A free-floating box added to a sheet or chart that contains any text you specify and that can be formatted separately.

3. The shape- bar, column, line, pie slice, and so on-representing each data point of a chart.

6. Using formulas and other tools in Excel to examine the results of changing particular data, for planning purposes.

7. A free-floating text object added to a sheet or chart, to which you can apply special formatting effects.

8. Lines of measurement along the category and value axis.

9. In most cases, each column of charted worksheet data contains a category. Selecting multiple rows of chart data creates multiple categories. The chart displays categories along the horizontal axis.

10. A key that identifies each of the data series in a chart.

12. The area that holds the data points on a chart.

13. To move a pie slice away from the pie chart, for emphasis.

16. The horizontal scale of a chart on which categories are plotted, sometimes called the X axis.

19. A graphic that compares and contrasts worksheet data in a visual format.

20. A set of related data points to be charted. In most cases, each row of charted worksheet data holds a data series. Selecting multiple columns of data for a chart creates multiple data series. The chart presents each data series in its own color bar, line, or column.