**Key Terms Quiz**

**PowerPoint, Chapter 5**

1. The file that contains an inserted object, such as a PowerPoint presentation with an Excel worksheet embedded in it.

e. Destination file

2. A part of the destination file that is updated when the source file is updated because the information is stored in the source file but displayed as the object in the destination file.

k. Linked object

3. A chart that shows a relationship between words, numbers, and/or graphics that primarily arranges and organizes information by text.

r. Text-based chart

4. A data series representing data for two or more sets of data.

l. Multiseries data series

5. A part of the destination file that once inserted, no longer maintains a connection to the source file or source application in which the object was created.

f. Embedded object

6. The horizontal axis and usually contains the category information, such as products, companies, or intervals of time.

s. X-axis

7. A type of chart used to show comparisons among items where the information is displayed horizontally.

a. Bar chart

8. A line that extends from the horizontal or vertical axes and that can be displayed to make the chart data easier to read and understand.

g. Gridline

9. A type of chart used to show proportions of a whole.

n. Pie chart

10. A feature that enables you to insert an object created in one application into a document created in another application.

m. Object linking and embedding (OLE)

11. A type of chart used to show changes over time or comparisons among items where the information is displayed vertically.

c. Column chart

12. A data series representing only one set of data.

o. Single-series data series

13. The first column of a table that typically contains the information that identifies the data in each row.

q. Stub column

14. A chart element found in multi-series charts used to help identify the data series, assigns a format or color to each data series and then displays that information with the data series name.

i. Legend

15. The vertical axis and usually contains the values or amounts.

t. Y-axis

16. The file that contains the original table or data that is used or copied to create a linked or embedded object, such as a Word document or an Excel worksheet.

p. Source file

17. A chart element that identifies data in the chart.

h. Label

18. The chart and all of its elements, bounded by the placeholder borders.

b. Chart area

19. A type of chart used to display a large number of data points over time.

j. Line chart

20. A chart element that contains the data points representing a set of related numbers.

d. Data series