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Chapter 18: Using Visual Aids—Interactive Quiz Questions

1. _____ provide facts and numbers in an easy-to-understand format.
   A. Visual aids
   B. Illustrations
   C. Images
   D. Informational graphics

2. _____ are used to improve the visual appeal of a document design.
   A. Visual aids
   B. Illustrations
   C. Images
   D. Informational graphics

3. When describing objects and locations, use _____.
   A. charts
   B. illustrations
   C. images
   D. informational graphics

4. When presenting data in years, months, hours, or minutes, use a(n) _____.
   A. pie chart
   B. line chart
   C. organizational chart
   D. vertical bar chart

5. _____ are the most commonly used type of informational graphic.
   A. Pie charts
   B. Tables
   C. Line charts
   D. Bar charts

6. A _____ presents data in a series of columns and rows.
   A. line chart
   B. table
   C. flowchart
   D. bar chart

7. A(n) _____ is used to show step-by-step directions.
   A. flowchart
   B. organizational chart
   C. pie chart
   D. line chart
8. ____ are especially helpful for people who are new to the company.
   A. Organizational charts
   B. Line charts
   C. Flowcharts
   D. Tables

9. In a flowchart, the symbol used to represent IF-THEN decisions is a(n) ____.
   A. arrow
   B. circle
   C. diamond
   D. rectangle

10. Video can be used as a(n) ____.
    A. organizational chart
    B. illustration
    C. image
    D. informational graphic