

Microsoft Excel 2007

Creating a Pie Chart



Introduction

This document will walk you through the process of creating a Pie Chart using Microsoft Excel 2007 and using the available Excel features to format the Pie Chart.

Pie Chart

The Pie Chart (**Figure 1**) displays data from your worksheet in a graphic. The circular chart displays numerical data divided into sections or percentages of the total.

The Pie Chart itself has several subtypes such as the Pie, Exploded Pie, Pie of Pie, Pie in 3-D, etc. It is important to note that the subtype of the chart selected may contain different chart elements. For the purpose of this document, images of the standard 2-D Pie chart are displayed.

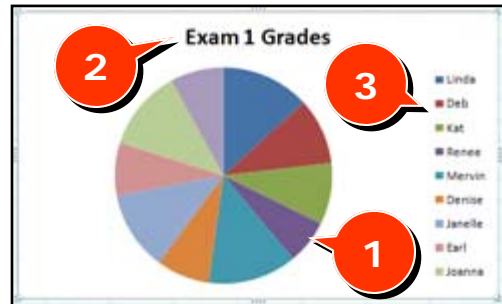
The Pie Chart in general will include the Plot Area (**Figure 1, 1**), the Chart Title (**Figure 1, 2**) and the Legend (**Figure 1, 3**).

When creating the Pie Chart you will select either a column or row of numerical data. This data is used to create the chart. In addition to the numerical data you will also include a column or row of cells that contain the categories (text or numbers). This information will be used to populate the legend. Note that if the categories are not included in the selected data, the legend will be populated with numbers.

Summary

1. Introduction
2. Pie Chart—Overview
3. Creating a Pie Chart
4. Selecting Cells
5. Moving the Chart
6. Label Pie Chart Data Points
7. Insert Chart Title
8. Modify the Legend

Figure 1



Creating a Pie Chart

1. Select the data source, which includes the numerical data (**Figure 2, 1**) and categories (**Figure 2, 2**).
2. Select the **Insert Tab** (**Figure 2, 3**) on the Ribbon.
3. Select the **Pie Chart button** (**Figure 3, 1**) in the **Charts** group.
4. Select the **Pie Chart Subtype** (**Figure 4, 1**) you wish to use. The Pie Chart is inserted onto the worksheet.
5. If the Pie Chart is covering the data (**Figure 5, 1**), move it by selecting the chart (**Figure 5, 2**), holding down the left mouse button and dragging the chart to a clear area on the worksheet.

Figure 2

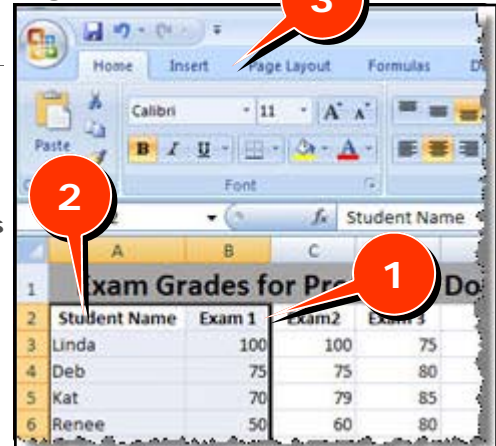


Figure 3

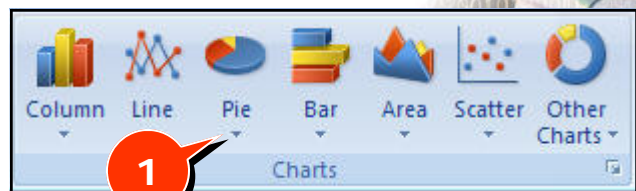
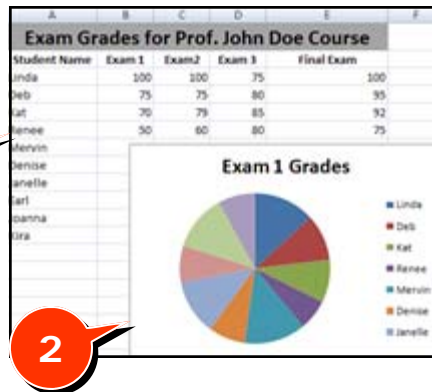


Figure 4



Figure 5



Selecting Cells

There may be times when the data sources you would like to select are not in adjacent columns or rows. In those cases you would select the data by completing the following task:

1. Select the first column or row (Figure 6, 1) containing the data.
2. Hold down the **CTRL** key on your keyboard.
3. Select the other columns or rows containing your desired data (Figure 6, 2).
4. Release the **CTRL** key.

Figure 6

Student Name	Exam 1	Exam 2	Exam 3	Final Exam
Linda	100	100	75	100
Deb	75	75	80	95
Kat	70	75	85	92
Renee	50	60	80	75
Mervin	100	100	100	100
Denise	60	78	45	80
Janelle	90	85	92	87
Earl	60	80	70	100
Joanna	92	92	100	100
Kira	60	80	90	90

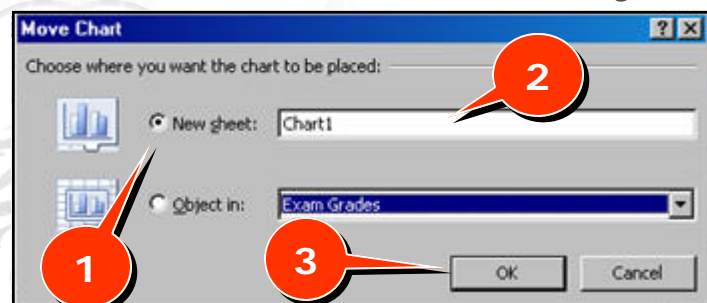
Moving the Chart to a New Worksheet

1. Select the Pie Chart (Figure 1).
2. Select the **Design Tab** (Figure 7, 1) on the Ribbon.
3. Click the **Move Chart** button (Figure 7, 2) in the **Location** group.
4. Select the **New Sheet:** button (Figure 8, 1) from the **Move Chart** window.
5. Enter the name of the new worksheet into the text box (Figure 8, 2).
6. Click the **OK** button (Figure 8, 3).
7. The Pie Chart is moved to the new worksheet and the name appears on the worksheet tab.

Figure 7




Figure 8



★ The **Chart Tools Tabs** will only display when the chart is selected.

Label Pie Chart Data Points with Numbers, Percentages and/or Text

 The Pie Chart is divided into data points which represent the selected numerical data series. The Pie Chart created using the previous instructions does not contain labels for the individual data points. These labels may be percentages, numerical data and/or text (**Figure 9, 1**).

1. Select the **Pie Chart** (**Figure 1**).
2. Select the **Design Tab** (**Figure 7, 1**) from the Ribbon.
3. Click the **More** arrow (**Figure 10, 1**), in the right corner of the Chart Layout group, to expand the list.
4. Select the desired layout (Layout 1, Layout 2, Layout 4, or Layout 6) (**Figure 11, 1**). The layout will be applied to the chart.

Figure 9

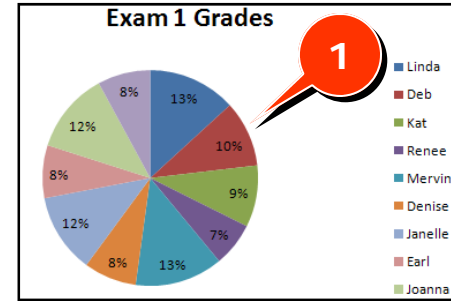


Figure 10

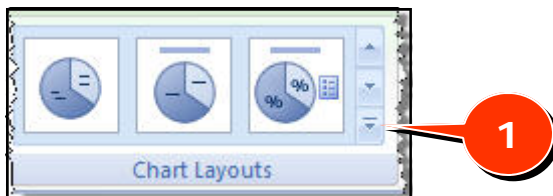
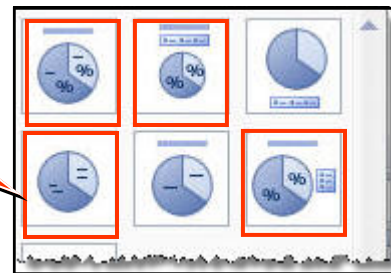


Figure 11



Editing the Pie Chart

If you did not select the chart title or legend categories when creating the pie chart, complete the following task to insert a Chart Title and to modify the Legend.

Inserting a Chart Title

The Chart Title is normally placed above the Pie Chart and is used to identify the data being discussed.

1. Select the **Pie Chart** (**Figure 1**).
2. Select the **Layout Tab** (**Figure 12, 1**).
3. Click **Chart Title** (**Figure 13, 1**) in the **Labels** group.
4. Select the **Above Chart** button (**Figure 14, 1**). The Chart Title text box appears on the Pie Chart.
5. Select the text "**Chart Title**" on the chart itself and replace it with your desired title.

Figure 12

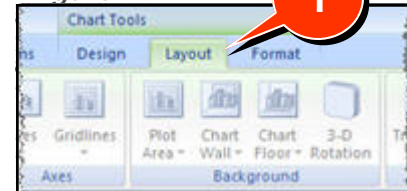


Figure 13

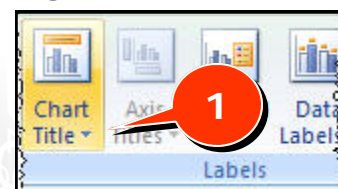
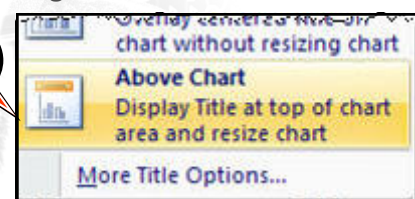


Figure 14



Modifying the Legend

The Legend displays the **Categories** and helps you easily identify the data points which make up the Pie Chart.

1. Select the **Pie Chart (Figure 1, 1)**.
2. Select the **Design Tab (Figure 7, 1)** from the Ribbon.
3. From the **Data** group select the **Select Data** button (**Figure 15, 1**). The Select Data Source window will open (**Figure 16**).
4. Under **Horizontal (Category) Axis Labels** select the **Edit** button (**Figure 16, 1**).
5. When the **Axis Labels** window opens click the **Collapse Dialog** button (**Figure 17, 1**).
6. Select the data cells containing the **Categories** on the worksheet.
7. Click the **Collapse Dialog** button (**Figure 17, 1**) to return to the **Axis Labels** window.
8. Click the **OK** button (**Figure 17, 2**) to close the **Axis Labels** window.
9. Click the **OK** button (**Figure 16, 2**) to close the **Select Data Source** window. The legend now displays the selected categories.

Figure 15

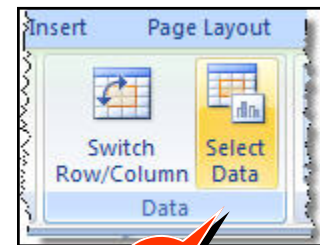


Figure 16

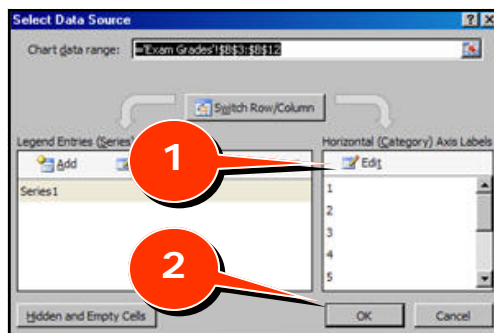


Figure 17

