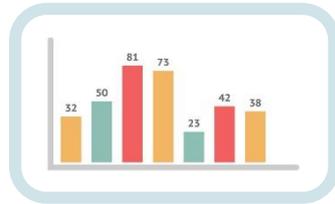


## How2 create a pie chart in MS Excel

### What is a chart?

A chart in Excel is a way of visually presenting data in the spreadsheet (Excel is a software program that displays data in spreadsheets).

So you have a table of data that can look quite complicated, and doesn't really tell you very much. But if you turn it into a chart, suddenly it can look much clearer.



This How2 will explain how to use the 'Insert chart' feature in Excel to create some charts that will help you analyse the data for the Save the Toads charity.

### Starting with your spreadsheet

Open up the downloadable spreadsheet that is available from the topic page.

Response	Adopt a toad	Buy merchandise	Give at Christmas	Hold event	Buy books	Sponsor event	Attend talks	Collection tin	Information stall
Agree	2850	2420	1950	520	630	1240	340	1270	1860
Disagree	650	1080	1550	2980	2870	2260	3160	2230	1640
Total	3500	3500	3500	3500	3500	3500	3500	3500	3500

Your spreadsheet should look like this

Select the Insert menu at the top, and a whole new set of options will appear...

Adopt a toad	Buy merchandise	Give at Christmas	Hold event	Buy books	Sponsor event	Attend talks	Collection tin	Information stall
2850	2420	1950	520	630	1240	340	1270	1860
650	1080	1550	2980	2870	2260	3160	2230	1640
3500	3500	3500	3500	3500	3500	3500	3500	3500

You will be able to see a set of options for charts at the top of the window

# How2

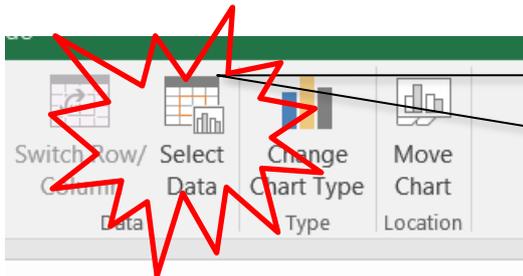
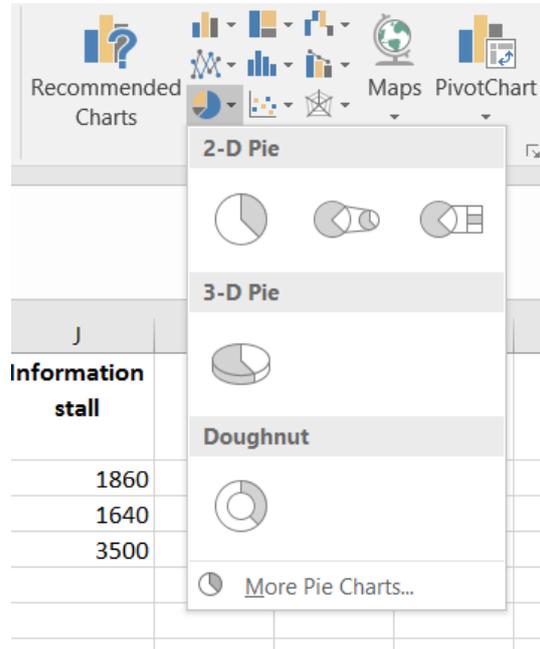
If you hover over each of the different chart icons, you can find out more about each. Hovering over the one that looks like a pie chart reveals that you can do a two-dimensional pie chart, a 3-D pie chart and a doughnut.

Each of the chart types has different variations. Hover over each to explore the different charts you could use.

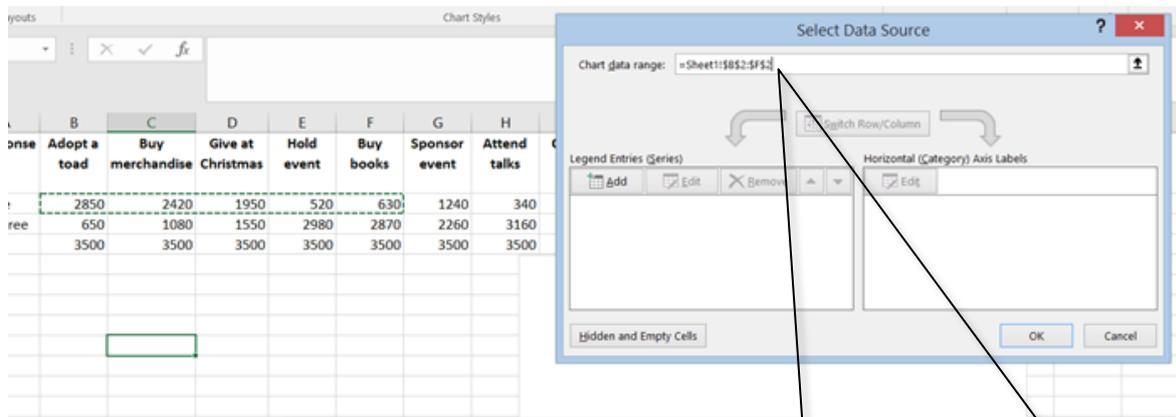
You can decide which charts to include in your presentation to the charity. You might find that some charts work better than others.

As there are lots of categories of the data for all the questions the supporters were asked, you could find it easier to just do charts for some of the categories rather than for all of them.

Here we are going to make a simple 2-D pie chart, so we select that one.

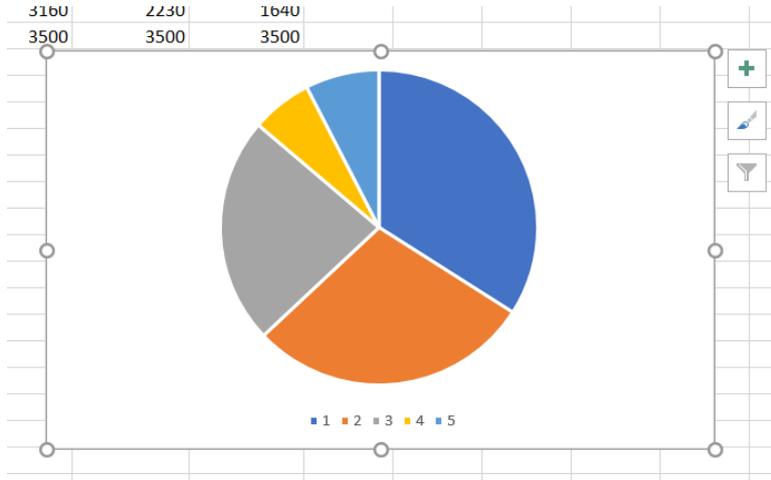


When you select the 2-D pie chart, a blank rectangle appears on top of the spreadsheet, with new options at the top of the window. The one we need is **Select Data**. This will allow us to select some of the responses from the supporters to put into the chart.



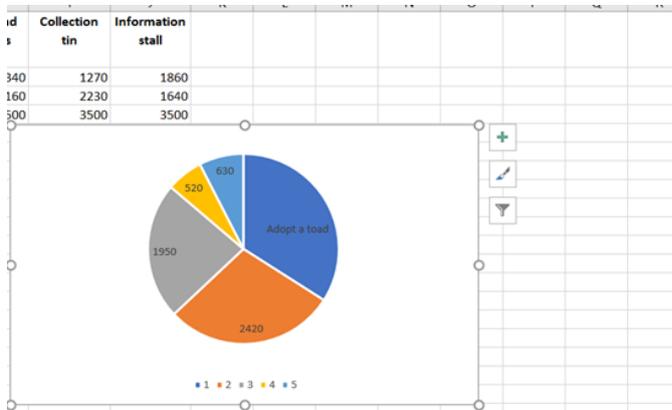
Making sure you have clicked inside the Chart data range box at the top, you can then click on to the first cell that you want to appear in your pie chart (Adopt a toad), hold down the shift key and click across that row and select the first five cells. This will give us a pie chart with those categories of supporter 'agrees' displayed.

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Clicking OK produces the pie chart that is showing the first five cells for the 'agree' responses.

But at the moment it just gives a key for the coloured pie slices as '1', '2' and so on. So we need to tell Excel which pie piece relates to which answer category.



Format Chart Area

Chart Options | Text Options

- Chart Area
- Legend
- Plot Area
- Text Fill
- Text Outline
- Series 1
- Series 1 Data Labels

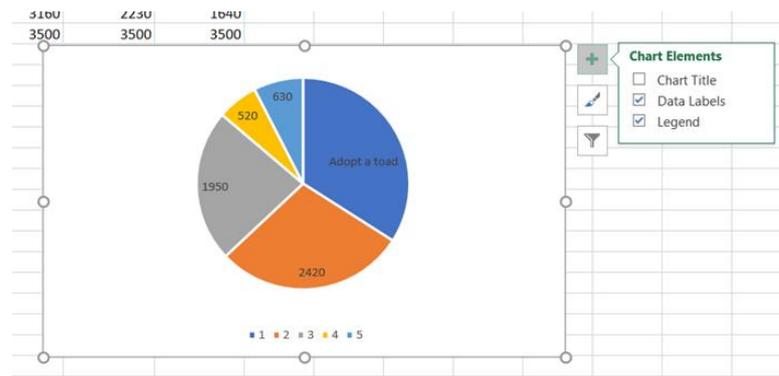
On the right side of the screen, you will see the Format Chart Area options. If that isn't visible, make sure the whole chart is highlighted.

Click on Chart Options, and choose Series 1 Data Labels. This gives you the option to change the

text from the numbers in each pie slice to the name of the category. You can see I have changed 2850 to 'Adopt a toad'. You can do this for each of the slices by clicking on each one in turn and typing over the numbers.

You can also add a Chart Title by clicking on the square with the green '+' in it and checking 'Chart Title'.

You can also remove the Legend, which is actually at the bottom of the chart. When you have typed in the name of each of the pie slices, you won't need the legend at the bottom.



That is how to produce a simple pie chart. You can play around now and see whether bar charts might be better, or produce 3-D pie charts, or even doughnuts! Remember, you can select which categories you want to appear in your chart by using the 'Select Data Source' and adding the cells to the top box. Don't put too many categories in, though, as the chart will be too complicated for anyone to understand.

To include your newly created chart in a PowerPoint presentation, or document, just select it and copy and paste it. Easy!