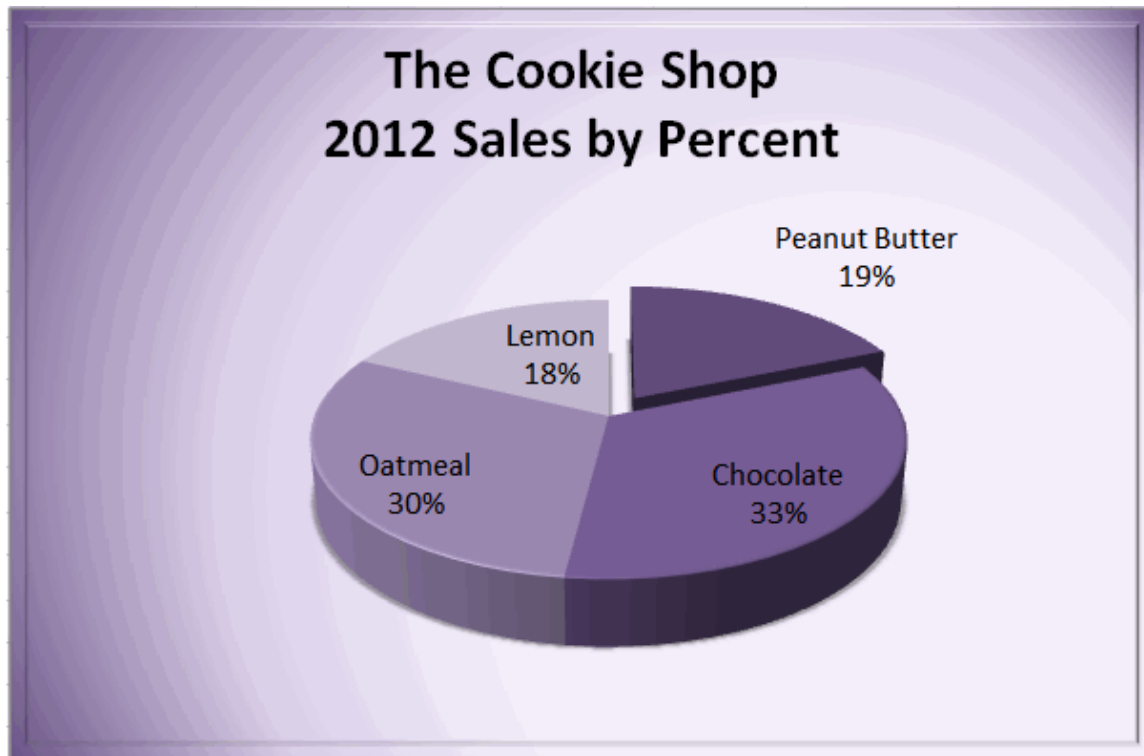


## Excel Pie Chart



Pie charts, or circle graphs as they are sometimes known, are used to show percentages. The circle of pie charts represents 100%. The circle is subdivided into slices representing data values. The size of each slice shows what part of the 100% it represents.

The steps in this tutorial walk you through creating and formatting a pie chart similar to the one seen in the image above.

### Enter the Chart Data

The first step in creating a pie chart is to enter the data into the [worksheet](#). So open the Microsoft Excel Spreadsheet program.

When entering the data, keep these rules in mind:

1. Don't leave blank [rows](#) or [columns](#) when entering your data.
2. Enter your [data](#) in columns.
  - **Note:** When laying out your spreadsheet, list the names describing the data in one column and, to the right of that, the data itself.

3. A pie chart is a percentage chart, so only one series of data will be used in the chart. If there is more than one column of data, try to list the data to be used in the chart next to the column containing the list of names in order to simplify creating the chart.
4. I have provided some example data below if you do not have any of your own yet. Use only your expense data for the pie chart.

## Excel Pie Chart / Pie Graph Tutorial

### Pie Chart Tutorial Data

The Cookie Shop Sales - 2003	
Peanut Butter	\$15,500
Chocolate Chip	\$27,589
Oatmeal Raisin	\$24,980
Lemon	\$14,768

Enter the data below in the cells indicated to create the pie chart covered in this tutorial.

#### Cell - Data

A1 - The Cookie Shop 2012 Revenue from Sales  
A2 - Peanut Butter  
A3 - Chocolate Chip  
A4 - Oatmeal Raisin  
A5 - Lemon  
B2 - \$15,500  
B3 - \$27,589  
B4 - \$24,980  
B5 - \$14,768

## Excel Pie Chart / Pie Graph Tutorial

### Select the Pie Chart Data

The Cookie Shop Sales - 2003	
Peanut Butter	\$15,500
Chocolate Chip	\$27,589
Oatmeal Raisin	\$24,980
Lemon	\$14,768

#### Two Options for Selecting the Chart Data

##### Using the mouse

1. Drag select with the mouse button to highlight the cells containing the data to be included in the pie chart.

##### Using the keyboard

1. Click on the top left of the pie chart's data.

2. Hold down the **SHIFT** key on the keyboard.
3. Use the arrow keys on the keyboard to select the data to be included in the pie chart.

**Note:** Be sure to select any column and row titles that you want included in the chart.

#### **For this tutorial**

1. Highlight the block of cells from A2 to B5, which includes the row headings.

#### **Selecting a Pie Chart Type**

*Note: For help with these instructions, see the image example above.*

1. Click on the *Insert* [ribbon](#) tab.
2. Click on a chart category to open the drop down list of available chart types.  
(Hovering your mouse pointer over a chart type will bring up a description of the chart type).
3. Click on a chart type to select it.

#### **For this tutorial**

1. Choose **Insert > Pie > Pie in 3-d**.
2. A basic pie chart is created and placed on your [worksheet](#). The following pages cover formatting this chart to match the pie chart shown in [Step 1](#) of this tutorial.

#### **Adding a title to the chart**

1. Click on the *Layout* tab.
2. Click on *Chart Title* under the *Labels* section.
3. Select the third option - *Above Chart*.
4. Type in the title "**The Cookie Shop 2012 Revenue from Sales**"

#### **Adding data labels to the chart**

1. Choose **Layout > Data Labels > Best Fit** to add data labels.
2. Choose **Layout > Data Labels > More Data Label Options** to bring up the *Format Data Labels* dialog box.
3. Remove the check marks from **Value** and **Show Leader Lines** under *Label Options* in the right hand window.
4. Check off **Category Name** and **Percentage** under *Label Options* in the right hand window.

### **Adding a drop shadow to the title**

1. [Drag select](#) the chart title.
2. Click on the **Format** [ribbon](#) tab.
3. Choose **Text Effects > Shadow > Offset Right**.

### **Coloring the chart background**

1. Click on the chart background.
2. Click on the **Format** [ribbon](#) tab.
3. Choose **Shape Fill > Gradient > Theme Colors > Purple, Accent 4, Lighter 80%**.
4. Click on the **Shape Fill > Gradient > From Center** option.