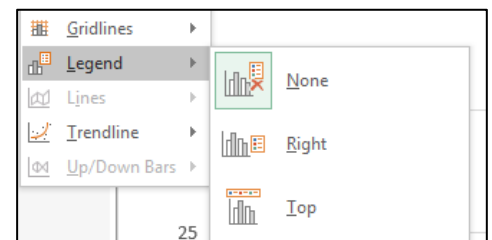


Graph Skills – Pie Charts

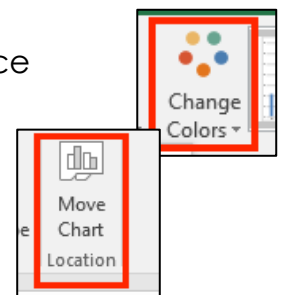
1. Open the **biscuits** spreadsheet
2. Select cells **A13 to B16**
3. **Insert** > choose **Pie Chart** > choose a regular pie chart
4. Click **Chart Elements** on the left
 - a. add a **chart title** of **Age of respondents**
 - b. add **data labels** so that the name and value of each segment is shown on the chart
 - c. remove the **data legend**

Age range of respondents	
Under 20	7
21 to 35	24
36 to 50	16
50+	10

5. Change the **colour** of the one of the sections of bars on the chart
 - a. click **one** of the bars – you may need to click more than once
 - b. use the **Change Colours** button



6. Move the chart to a new sheet (**Move Chart Location**)



A second chart

7. Select cells **A20 to B22**
8. Create an **Exploded Pie Chart**
9. Click **Chart Elements** on the left
 - a. add a **chart title** of **Location of respondents**
 - b. add **data labels** to show the values for each segment of the pie chart
10. Move the chart to a new sheet (**Move Chart Location**)
11. Click **Change Chart Type** on the ribbon > change the chart to a **Column chart**

