Graph Skills - Pie Charts

Take a copy of the spreadsheet **Fish Graphs**.

This time we'll draw a pie chart to show some of the results.

Step 1 - Selecting Cells:
1. Position the mouse over cell **C2** and **hold down the left button**.
2. Keep holding the left button down while you drag the mouse to cell **C8**.
3. Let go of the left mouse button. This should highlight cells **C2 to C8.**

Step 2 - Choose the Chart Wizard:
1. Click the **Chart Wizard** button on the toolbar
2. Select **Pie** from the menu on the left side
3. Choose the first pie chart and click **<Next>**
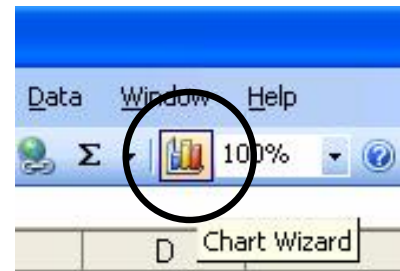
You get a sample. This looks OK but we need to add the names of the people who caught the fish. To do this:

4. Click the **Series** tab at the top of the window
5. Click the small button next to the **Category (X) axis labels** box
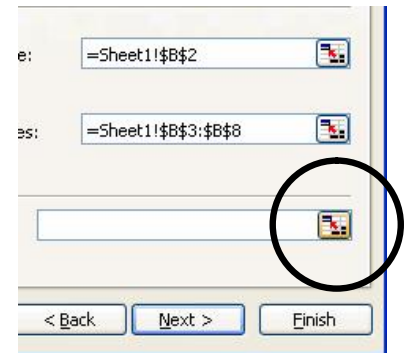
This shrinks the window. That's OK.

6. Now select the names of the people who caught the fish - in other words, all the names in column A from cell **A3 to cell A8**
7. Then click the **red button** next to the box on the small window
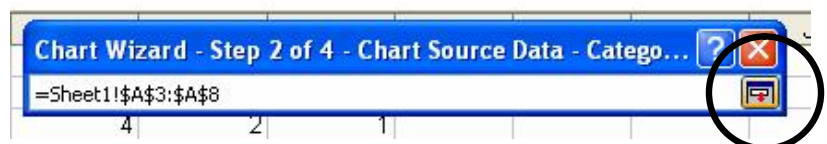
This should have added the names to the graph now.

8. Click **<Next>**

Step 3 - Titles, Legends and Other Stuff:

1. Change the **title** to something more suitable (like: "Pie Graph to show Whiting Caught")
2. Click the **Data Labels** tab. Tick the **Category Name** and **Value** boxes. Look at what this has done to the chart in the sample. This is really useful for Pie Charts.
3. Try ticking the **Percentage** box as well to see what that does. You can choose whether to have Values or Percentages or both for this chart.
4. Click the **Legend** tab. Untick the **Show Legend** box and see what happens to the sample. You don't usually need a legend if you have data labels, so we'll leave it off this chart.
5. Click **<Next>**

Step 4 - Chart Locations are Crucial:

1. **IMPORTANT** - Select the **As new sheet** button

You almost always want to place the chart in a new sheet.

2. Click **<Finish>**

Your chart appears in a new sheet. You can go back to the data by using the tabs at the bottom of the page.

Step 5 - Black and White or Colour?

If you are going to use a black and white printer it's really important that you can tell which sector is which on the graph.

If you print it now it will come out as different types of grey which can be really difficult to tell apart. So let's fix that:

1. Click **<File>** and choose **<Page Setup>**
2. Choose the **Chart** tab at the top of the window
3. Tick the **Print in black and white** box and click **<OK>**
4. Try a **Print Preview** to see what this does to your graph

Step 6 - Finishing Things Off Nicely:

Add your name and class to the footer of the sheet:

1. Click **<View>** and choose **<Header and Footer>**
2. Click the **<Custom Footer>** button
3. Add your name to the **left section** and your form in the centre
4. Add today's date in the **right section** by clicking the button which looks like a calendar.
5. Click **<OK>** and then **<OK>** again.

6. **Save** your spreadsheet. **Print** a copy of your graph. **Check it** and **hand it in** for marking.