Making a Pie Chart in Excel

1. **Enter Your Data.**
   Put the categories in Column A and the frequency that each category occurs in Column B. Put column titles as shown below. **EX:** On the test there were 5 A's, 16 B's, etc.

Letter Grade	Frequency
A	5
B	16
C	17
D	4
F	5

2. **Use the Chart Wizard to draw a Pie Chart.**
   Mark the data range of your data. (i.e. Highlight the region of your spreadsheet that has the data you want to graph. Include the titles of the columns.)

   From the **main menu bar**,
   Select **INSERT**.> **CHART**   (Note: there is an icon for the chart wizard too.)
   From the **Chart Wizard**
   Select Chart Type: **PIE**
   Select Chart Sub-Type: **The first one** (a standard Pie chart.)
   Click **NEXT**.

   With the Tab "Data Range" on top, your data range should be the one you selected, and for this example, the series is in Columns.
   We don't need the series button this time, since we only have one data series.
   Click **NEXT**.

   Click the **TITLE Tab**.
   Enter the title "Test 1 Grade Distribution" in the Chart Title field.
   Click the **LEGEND Tab**.
   Mark the Show Legend box, and **select** where you want it located.
   Click the **DATA LABELS Tab**.
   Mark Show Labels and Percents.
   Click **NEXT**.

   Mark "As a New Sheet" for the chart placement.
   Click **FINISH**.

If your graph is not large enough, from the main menu, **Select VIEW**, and then **Select ZOOM** and try 50%.

3. **Practice:** Using the same data, repeat the procedures and create a "fancy" pie chart of your choice.

Hand-in only the "fancy" pie chart. Make sure that your graphs are well labeled and that your name is on the paper.