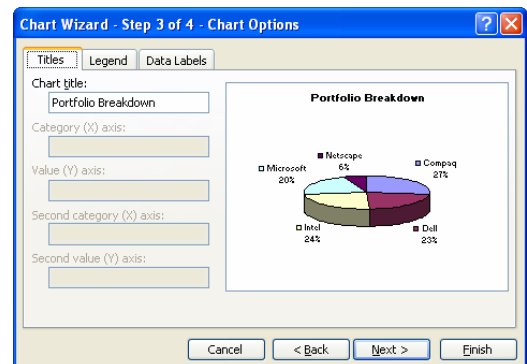
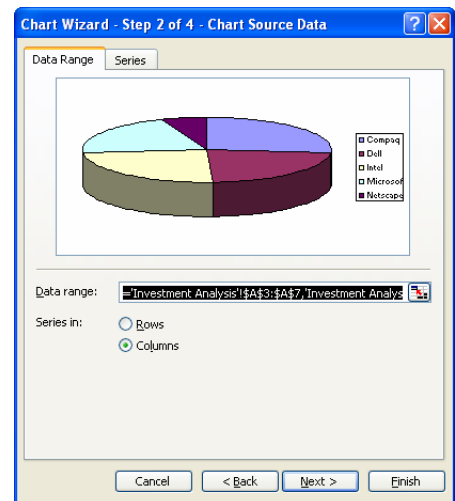
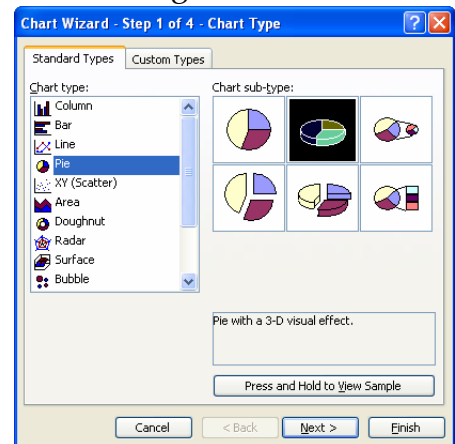


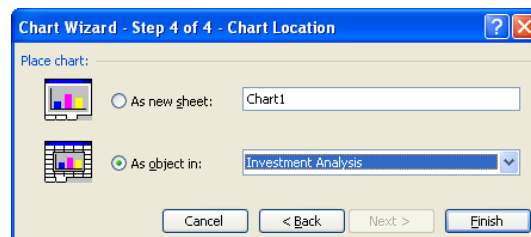
ADDING A 3-D PIE CHART TO THE WORKBOOK

A pie chart is an easy way to show the relationship of items in relation to the whole. In this exercise, you will be creating a Pie Chart that will show the relationship between the computer companies in the High Tech Stock Club.

- ❖ The difference between a **Pie Chart** and a **Column Chart** is that a **Pie Chart** can have only one data series while a **Column Chart** can have one or more.
- ❖ For this exercise, you will use the **High Tech Stock Club-Chart** workbook that is found in the folder that was downloaded from the Excel Web page.
- ❖ To create a **Pie Chart**, select the range **A3** through **A7**, the names for the four computer companies. **Notice** for this chart that you **don't** select the column heading.
- ❖ Hold down the **Control** key and select the range **H3** through **H7**, the data in the **Current Value** column.
- ❖ Click the **Chart Wizard** button on the **Standard** toolbar (see illustration at right).
- ❖ The **Chart Wizard - Step 1 of 4 - Chart Type** dialog box will appear.
- ❖ Select **Pie** under **Chart Type**.
- ❖ Click the **3-D Pie Chart** (column 2, row 1) under the **subtypes** gallery.
- ❖ To display what the chart will look like, click the **Press and hold to view sample** button.
- ❖ Click the **Next** button.
 - The **Chart Wizard - Step 2 of 4 - Chart Source Data** dialog box will be displayed.
 - A sample of the **Pie Chart** and the **Chart Data Range** will be displayed.
- ❖ Click the **Next** button to accept the suggested range. The ranges should be the ones selected earlier.
- ❖ When the **Chart Wizard - Step 3 of 4 - Chart Options** dialog box displays, make sure the **Title** tab is selected.
- ❖ In the box for **Chart Title**, type **Portfolio Breakdown**.
- ❖ Click the **Legend** tab to select it.
- ❖ Click the **Show Legend** check box to remove the **check mark**.
- ❖ Click the **Data Labels** tab to select it.
- ❖ Click the following options under **Label Contains**.
 - Category Name
 - Percentage
- ❖ Make sure that the **Legend key** option is selected.
- ❖ Make sure that the **Show Leader Lines** check box is selected.
- ❖ Click the **Next** button to accept the changes.
- ❖ The **Chart Wizard - Step 4 of 4 - Chart Location** dialog box will display.



- ❖ The choices here are:
 - **As new sheet** – This option will insert a new sheet into the workbook. It will be titled Chart 1 unless otherwise specified.
 - **As object in** – Use this option to insert the chart directly into the worksheet that the chart is based on.
- ❖ Click the **As new sheet** option box.
- ❖ Input the name **Current Value Comparison** for the name of the sheet.
- ❖ Click **Finish** to finish the Chart and place it in a new sheet separate from the worksheet.
- ❖ Click the **Save** button on the Standard toolbar to save the workbook. The worksheet and chart will be saved as one document.



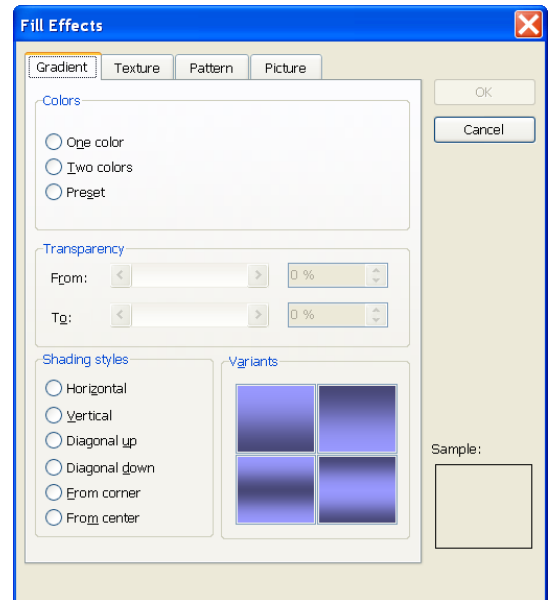
Formatting the Chart Title and Labels

- ❖ Click the **Chart Title**. A box with handles will display around the **Chart Title**.
- ❖ Click the **Font Size** box arrow on the **Formatting** toolbar.
- ❖ Click **36** or a size of your choice to change the **Font Size** of the **Title**.
- ❖ Click the **Underline** button on the **Formatting** toolbar.
- ❖ Click the **Font Color** button drop-down arrow on the **Formatting** toolbar to display the color palette.
- ❖ Choose a color from the **Font Color** palette.
- ❖ Right-click one of the data labels that identifies the slices.
- ❖ Choose **Format Data Labels**.
- ❖ Click the **Font** tab.
- ❖ Choose **14** from the **Font Size** list or a size of your choice.
- ❖ Click **Bold Italics** under **Font Style**.
- ❖ Click the **Color** drop-down arrow and choose a color for the font.
- ❖ Click the **Number** tab and change the **Decimal Places** to **two (2)**.
- ❖ Look at the **Alignment** and **Patterns** options to see what is available.
- ❖ Make any other changes and then click the **OK** button to exit the dialog box and save the changes.

Changing the Colors of the Slices

- ❖ Excel uses default colors when creating a chart.
- ❖ The slices can be changed by selecting each one of them individually and applying a different color or pattern.
- ❖ Click the **Compaq** slice twice. **DO NOT** double-click.
 - The first time selects all the slices in the pie.
 - The second time selects an individual slice of the pie.
 - Selection handles will display around just the Compaq slice.

- ❖ Do one of the following:
 - Right-click the **Compaq** slice.
 - Choose **Format Data Point**.
 - The **Format Data Series** dialog box will display.
 - Click the **Fill Effects** button.
- or
- Click the **Fill Color** button drop-down arrow on the **Formatting** toolbar.
- The **Fill Color** palette will display.
- Select **Fill Effects** at the bottom of the window.
- ❖ Choose a color, texture, pattern, or gradient for the Compaq slice.
- ❖ One at a time, click the remaining slices and change them to different colors, patterns, or other effects.
- ❖ Click outside the chart area.



Exploding the 3-D Pie Chart

- ❖ With Pie Charts, it is possible to “**explode**” a slice of the pie (move it away from the rest of the slices) so that attention will be drawn to that particular slice.
- ❖ Click the slice labeled **Compaq** twice. **DO NOT** double-click.
- ❖ Click and drag the slice to the desired position, just slightly outside the original location.
- ❖ Release the left mouse button.

Rotating and Tilting the 3-D Pie Chart

- ❖ Click outside the **Compaq** slice.
- ❖ Click **Chart** on the **Menu Bar**.
- ❖ Click **3-D View**.
 - The 3-D View dialog box will appear.
 - A sample of the 3-D Pie Chart displays in the dialog box.
- ❖ Do one of the following:
 - Click the **Up Arrow** button until **25** displays in the **Elevation** box.
 - Key **25** into the **Elevation** box.
- ❖ Rotate the Pie Chart by doing one of the following:
 - Clicking the **Right Rotation** button until the **Rotation** box displays **190**.
 - Key **190** into the **Rotation** box.
- ❖ Click the **Apply** button and then the **OK** button to accept the changes.
- ❖ Click the **Save** button on the **Standard** toolbar to save the changes.
- ❖ The chart will appear slightly tilted on the page with the Compaq slice at the bottom left of the chart.

