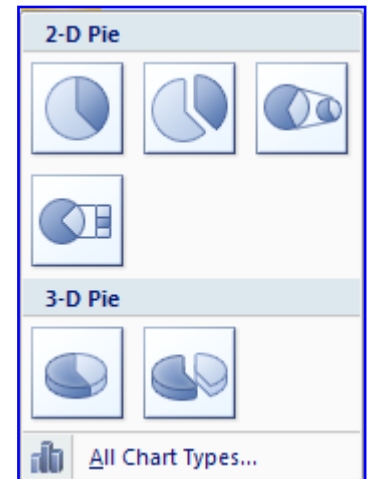


ADDING A 3-D PIE CHART TO THE WORKBOOK

A pie chart is an easy way to show the relationship of items 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.

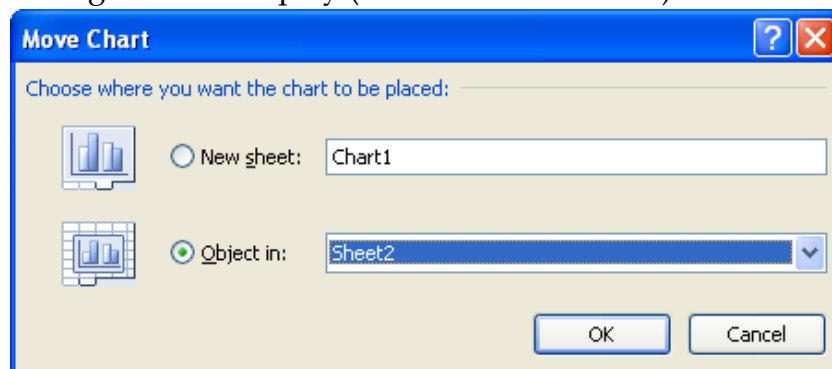
Creating the Chart

- ❖ 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 **Insert Tab**.
- ❖ In the **Charts Group**, click **Pie**.
- ❖ A gallery of available 2-D and 3-D subtypes will display (see illustration at right).
- ❖ Click the first item under **3-D Pie**.
- ❖ The chart will appear in the worksheet.
- ❖ The **Chart Tools Contextual Tab** will appear.



Moving the Chart

- ❖ Click the **Design Tab** under **Chart Tools Contextual Tab**.
- ❖ Click the **Move Chart** button.
- ❖ The **Move Chart** dialog box will display (see illustration below).

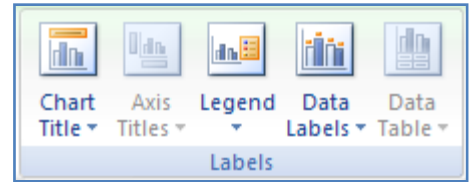


- ❖ The choices in this dialog box are:
 - **As new sheet** - This option will insert a new sheet into the workbook. It will be titled Chart 1 unless otherwise specified.
 - **As object in** - Use this option to insert the chart directly into the worksheet that the chart is based on.
- ❖ Click the **As new sheet** option box.
- ❖ Name the new sheet, **Pie Chart**.
- ❖ Click the **OK** button.
- ❖ The chart will appear in its own window.
- ❖ The tab will appear in with the rest of the sheet tabs.

Inputting Chart Labels

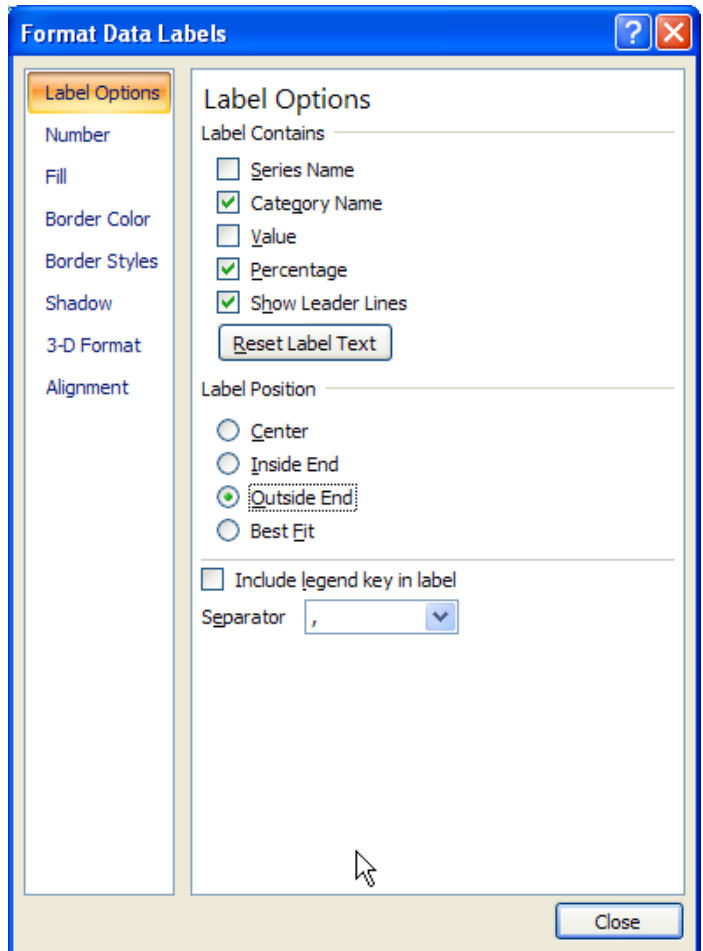
Chart Title

- ❖ Click the **Layout Tab** under the **Chart Tools Contextual Tab**.
- ❖ In the **Labels Group**, click the **Chart Title** button.
- ❖ A list of chart title locations will appear.
- ❖ Click the **Above Chart** option.
- ❖ With the **Chart Title** still selected, type **Portfolio Breakdown**.
- ❖ The title will appear in the **Chart Title** box.
- ❖ Click the **Chart Tools Layout Tab**, if necessary.



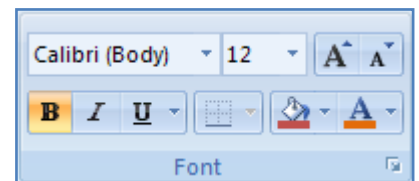
Legend and Data Labels

- ❖ In the **Labels Group**, click the **Legend** button.
- ❖ Click **None** in the list that appears.
- ❖ Click the **Data Labels** button in the **Labels Group**.
- ❖ Click **More Data Label Options**.
- ❖ The **Format Data Labels** dialog box will display (see illustration).
- ❖ Make sure the following options are selected under **Label Contains**.
 - Category Name
 - Percentage
 - Show Leader Lines
- ❖ Under **Label Position**, click the option button for **Outside End**.
- ❖ Click the check box for **Include Legend Key in Label**.
- ❖ Click the **Close** button.



Formatting the Chart Title and Labels

- ❖ Click the **Chart Title**. A box with handles will display around the **Chart Title**.
- ❖ Click the **Home Tab**.
- ❖ In the **Font Group**, click the **Font Size** arrow.
- ❖ Select **36** or a size of your choice to change the **Font Size** of the **Title**.
- ❖ In the **Font Group**, click the **Font Color** button list arrow.
- ❖ Choose a color from the **Font Color** palette.
- ❖ Click one of the data labels that identifies the slices.
 - All the labels that appear around the chart should be selected.
 - Click the **Increase Font Size** button in the **Font Group** (large letter A, see illustration above), until the size changes to **14 point**.
 - Click the **Bold** and **Italics** buttons in the **Font Group** to apply bold formatting to the labels.

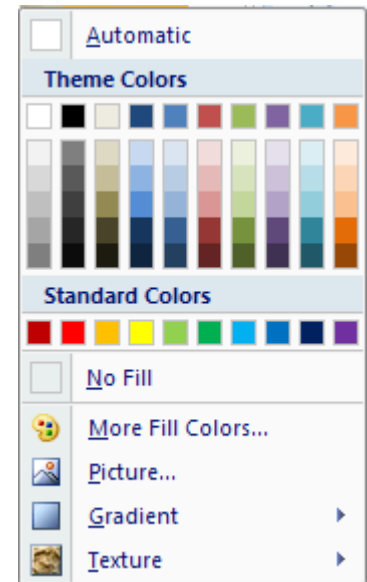


Changing the Colors of the Slices

- ❖ 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 **Dell** 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 Dell slice.
- ❖ Click the **Chart Tools Format Tab**.
- ❖ Click the **Shape Styles More** button to select from a gallery of predefined formats.

or

- ❖ In the **Shape Styles Group**, click the **Shape Fill** button.
- ❖ A gallery of different **Fill Colors** will appear (see illustration at right).
- ❖ Do one of the following:
 - Choose a color from the gallery that appears.
 - Click the **More Fill Colors** link to open the **Colors** dialog box.
 - Click the **Picture** link to insert a picture from a file.
 - Click the **Gradient** link to display different gradient variations.
 - Click the **Texture** link to display a list of different textures.
- ❖ Click a fill option from any of the lists.
- ❖ Continue this process to apply different fill formats to the other slices.



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 **Dell** 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 within the **Chart Area**.
- ❖ Click the **Chart Tools Layout Tab**.
- ❖ In the **Background Group**, click the **3-D Rotation** button.
- ❖ The **Format Chart Area** dialog box will display.
- ❖ The **3-D Rotation** link should be selected.
- ❖ Make changes in this dialog box to rotate and tilt the chart.
- ❖ With **Live Preview**, it is possible to see the changes that are being made.

