Creating a pie charts with Microsoft Excel
Math Essentials 11
1. Enter the data/information into a new worksheet within *Microsoft Excel* that you would like to graph:

Enter the information you want to create a graph/chart about. In this example data from the recent federal election was chosen.
2. Select the information and press "Chart Wizard":

![Image of Excel spreadsheet with highlighted chart wizard button]
3. Select "Pie":

![Excel Chart Wizard - Pie chart selection](image)
4. Click “Press and Hold to View Sample”.

5. If you are satisfied with the sample, click “Finish” and your chart will be generated.

For more information:

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Creating a bar graph with *Microsoft EXCEL*.
1. Enter the data you would like to create a bar graph with.
2. Select the all of the data.
3. Select “Chart Wizard”
4. Select "Bar" and choose appropriate type.

5. Finish

Press and Hold to View Sample
6. Select the bar graph you have generated once by a left click, then right click and select "Chart Options". This will allow you to name the x and y axis and title your chart.
7. Enter any other information you would like to include.
Using Microsoft EXCEL to create a Line Graph

1. Open Microsoft Excel
2. Enter the data you would like to create a line graph with. See example below:
3. Select all of the data and choose the chart wizard:

1. Select “Line”
2. Press and Hold to View Sample
3. Finish
Creating a Pictogram using Excel

Open Excel and input your data into a table like the one shown.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Favorite Sports</td>
<td></td>
</tr>
<tr>
<td>Sport</td>
<td># of Students</td>
</tr>
<tr>
<td>Football</td>
<td>5</td>
</tr>
<tr>
<td>Basketball</td>
<td>10</td>
</tr>
<tr>
<td>Soccer</td>
<td>9</td>
</tr>
<tr>
<td>Baseball</td>
<td>3</td>
</tr>
<tr>
<td>Hockey</td>
<td>3</td>
</tr>
</tbody>
</table>

Highlight your table and click on the chart wizard button on the tool bar.

Select the first Column chart subtype as shown.

Then click finish.

Move the chart and resize as desired.

Click on a cell to make sure the chart isn’t selected.

Insert a clip art picture that you want to use for the pictogram. (Insert, Picture, Clip art)

Click on the picture once to select it and then copy it. (Using Edit copy or Ctrl+c, etc.)
Now click once on a bar until you see the handles (little black squares) around just that one bar as shown. This is sometimes tricky so you may have to try a few times.

Now paste the clip art by using Edit paste or Ctrl+v, etc. (Your picture will look distorted like below.)

To change this one picture to many, double click on the bar and the **Format Data Point** window will open.

Click on the Fill Effects button.
At the Fill Effects Window, choose Stack and scale to: and then usually the units it gives you are appropriate.

Now you can click OK twice to get back to the graph and see how it looks.

To do the same to the other bars, all you have to do now is select that bar (click once to get the handles) and then paste the picture. It will already show up stacked and scaled.

See the example below of how it will look. It even shows halves when necessary!