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Creating a pie charts with *Microsoft Excel*  
Math Essentials 11

Barrett Khan  
September 2006

1. Enter the data/information into a new worksheet within *Microsoft Excel* that you would like to graph:

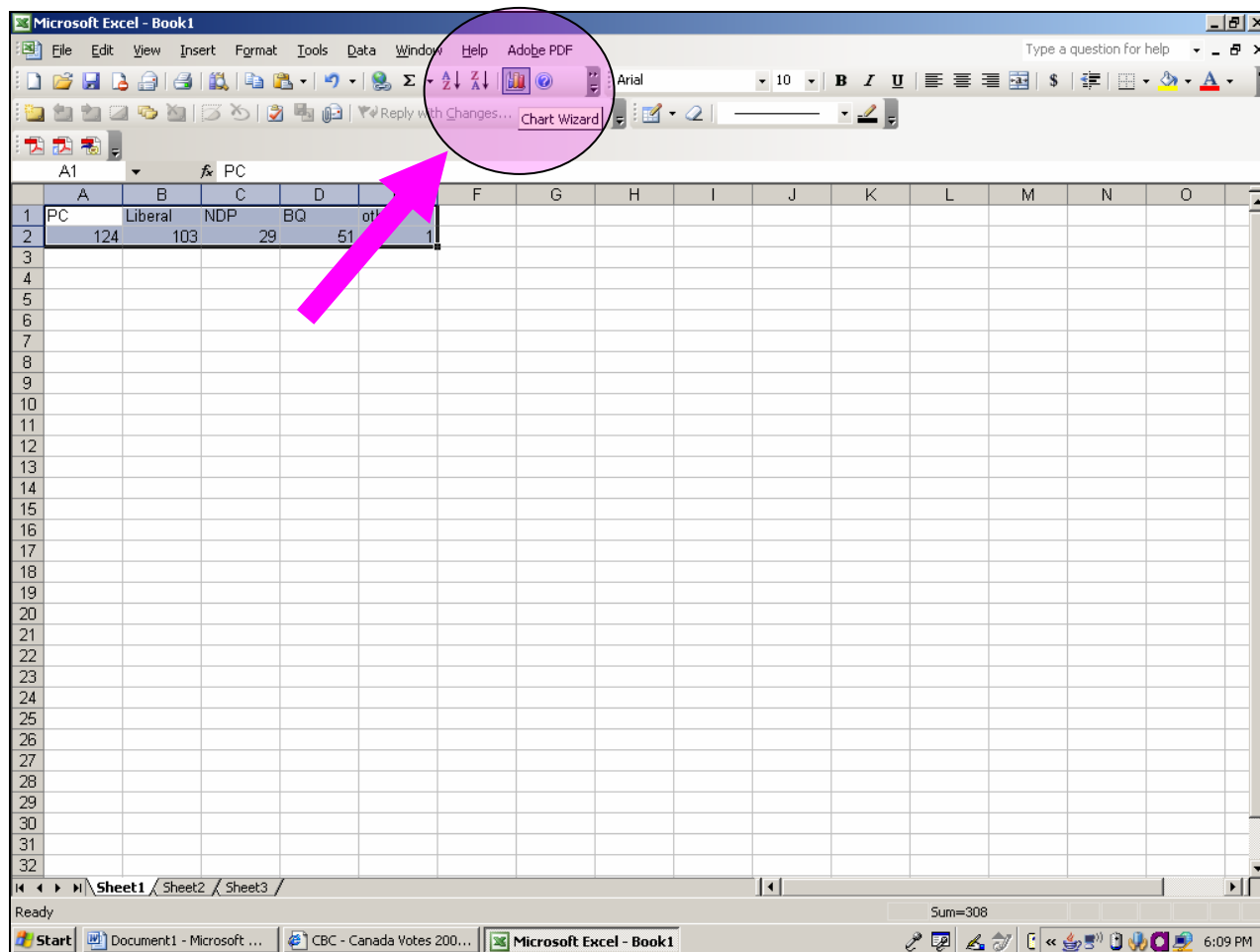
The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	PC	Liberal	NDP	BQ	other										
2		124	103	29	51	1									
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An orange arrow points from the data in row 2 to a callout box. The callout box contains the following text:

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”:



### 3. Select "Pie":

The screenshot shows the Microsoft Excel interface with a data table and the Chart Wizard dialog box open. The data table is as follows:

	A	B	C	D	E
1	PC	Liberal	NDP	BQ	oth
2	124	103	29	51	

The Chart Wizard - Step 1 of 4 - Chart Type dialog box is open, showing the 'Standard Types' tab. The 'Pie' chart type is selected in the 'Chart type' list. The 'Chart sub-type' section shows six different pie chart styles. A pink oval highlights the 'Pie' option in the list, and a pink arrow points to it from the left. The description for the Pie chart type is: 'Pie. Displays the contribution of each value to a total.' The 'Next >' button is visible at the bottom of the dialog box.

4.

Click "Press and Hold to View Sample"

Chart Wizard - Step 1 of 4 - Chart Type

Standard Types Custom Types

Chart type:

- Column
- Bar
- Line
- Pie
- XY (Scatter)
- Area
- Doughnut
- Radar
- Surface
- Bubble

Sample:

Pie. Displays the contribution of each value to a total.

Press and Hold to View Sample

Cancel < Back Next > Finish

Legend:

- PC
- Liberal
- NDP
- BQ
- other

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

For more information:





Creating a bar graph with *Microsoft EXCEL*

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Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Type a question for help

10 Arial 100%

Book1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1		Canada's Population																		
2		1871	1901	1931	2001															
3	Rural	83	63	54	20															
4	Urban	17	37	46	80															
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1. Enter the data you would like to create a bar graph with.

Sheet1 / Sheet2 / Sheet3

Microsoft Excel - Book1

11:35 PM

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1																				
2				Canada's Population																
3				1871	1901	1931	2001													
4				Rural	83	63	54	20												
5				Urban	17	37	46	80												
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Sum=8104

Ready

Start

Microsoft Excel - Book1

Document1 - Microsoft ...

11:38 PM

2. Select the all of the data.



The screenshot shows the Microsoft Excel interface. The data table is as follows:

	A	B	C	D	E
1					
2		Canada's Population	1871	1901	1931
3		Rural	63	63	54
4		Urban	17	37	46
5					
6					
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The 'Chart Wizard' button in the ribbon is highlighted with an orange starburst. An orange box containing the text '3. Select "Chart Wizard"' is connected to the button by a line.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

100% Arial

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1																				
2				Canada's Population	1871	1901	1931	2001												
3				Rural	63	53	54	20												
4				Urban	17	37	46	80												

Chart Wizard - Step 1 of 4 - Chart Type

Standard Type Custom Type

Chart type: Column Bar Line Pie Area XY (Scatter) Doughnut Radar Surface Bubble Stock

Chart sub-type: Clustered Bar, Stacked Bar, 3D Clustered Bar, 3D Stacked Bar

Clustered Bar. Compares values across categories.

Press and Hold to View Sample

Cancel Back Next > Finish

4. Select "Bar" and choose appropriate type.

5. Finish

Press and Hold to View Sample

Sum=8104

Ready

Microsoft Excel - Book1 - Document1 - Microsoft ...

11:46 PM

Microsoft Excel - Book1

File Edit View Insert Format Tools Chart Window Help

Type a question for help

10 Arial

Chart Area

	A	B	C	D	E	F	G	H	J
1									
2		Canada's Population							
3		1871	1901	1931	2001				
4	Rural	83	63	54	20				
5	Urban	17	37	46	80				

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.

Chart Area

Ready

Microsoft Excel - Book1 - Microsoft ...

11:59 PM

Microsoft Excel - Book1

File Edit View Insert Format Tools Chart Window Help

Chart Area

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1																				
2					Canada's Population															
3		Rural	1871	1901	1931	2001														
4		Urban	83	63	54	20														
5			17	37	46	80														

Chart Options

Titles: Chart title: Canada's Population

Axes: Gridlines Legend Data Labels Data Table

Category (X) axis: 2001 1871 1901 1931

Value (Y) axis: 0 20 40 60 80 100

Second category (X) axis:

Second value (Y) axis:

Legend: Urban Rural

OK Cancel

7. Enter any other information you would like to include.

Ready

Microsoft Excel - Book1

Document1 - Microsoft ...

12:03 AM



## Technology Integration Leadership Team

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Created by Barrett Khan  
Technology Integration Leadership Team  
Halifax Regional School Board  
October 2006



## Using *Microsoft EXCEL* to create a Line Graph

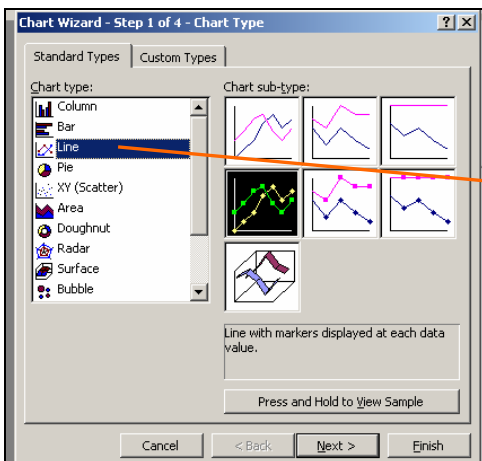
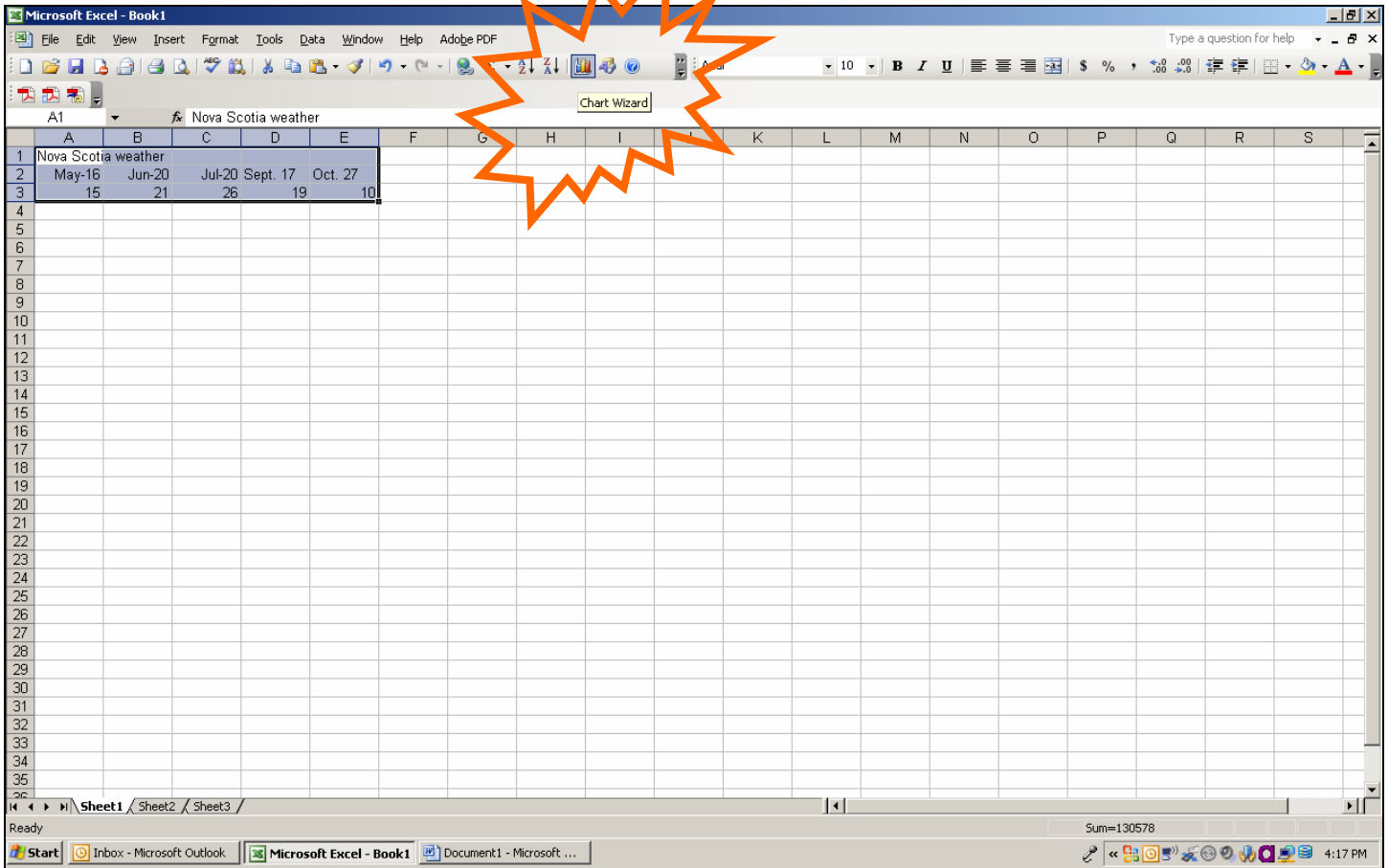
1. Open *Microsoft Excel*
2. Enter the data you would like to create a line graph with. See example below:

A screenshot of the Microsoft Excel application window. The title bar reads "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar shows various icons for file operations and formatting. The spreadsheet area has columns labeled A through S and rows numbered 1 through 35. The data is as follows:

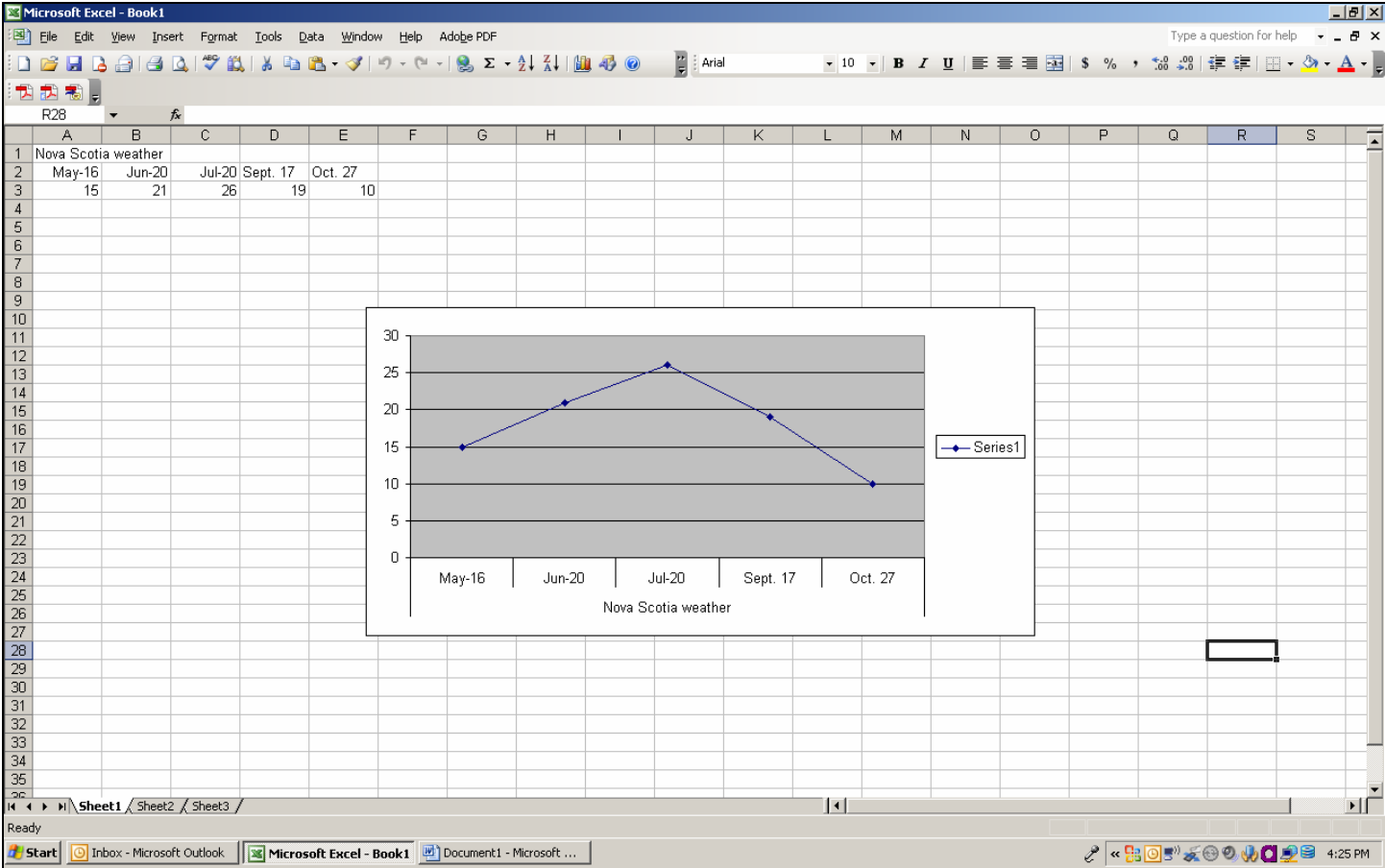
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Nova Scotia weather																		
2	May-16	Jun-20	Jul-20	Sept. 17	Oct. 27														
3	15	21	26	19	10														
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The status bar at the bottom shows "Ready" and the taskbar includes icons for Start, Outlook, Weather Graphic, and Excel. The system clock shows 4:13 PM.

3. Select all of the data and choose the chart wizard:



1. Select "Line"
2. Press and Hold to View Sample
3. Finish



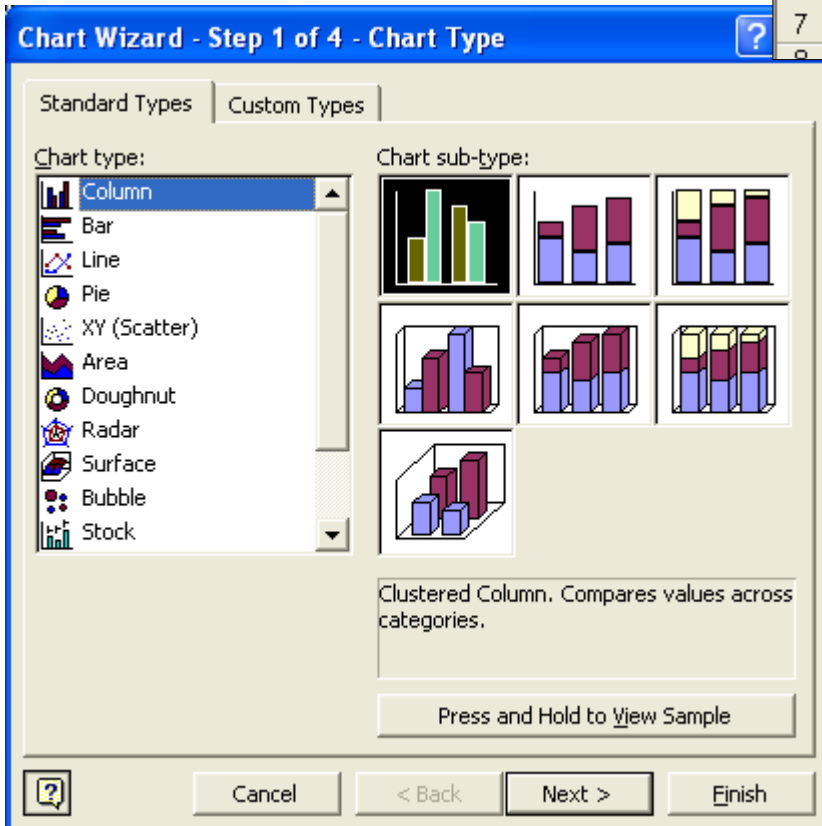


# Creating a Pictogram using Excel

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

	A	B
1	Favorite Sports	
2	Sport	# of Students
3	Football	5
4	Basketball	10
5	Soccer	9
6	Baseball	3
7	Hockey	3

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



Select the first Column chart sub-type as shown.

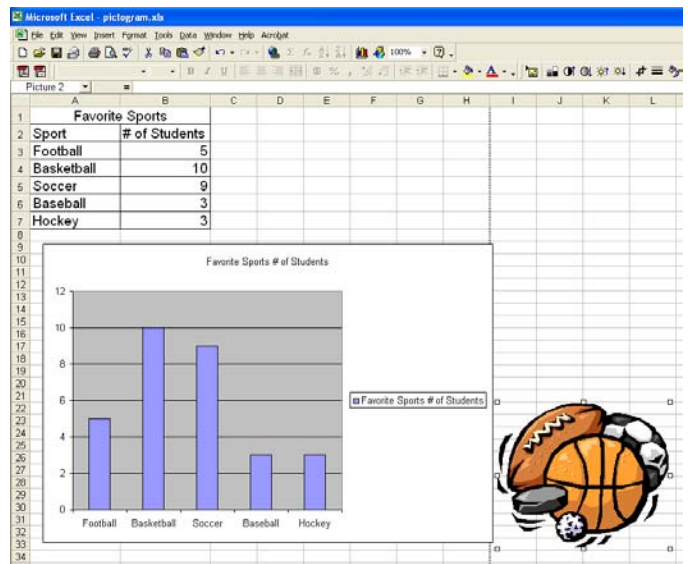
Then click finish.

Move the chart and resize as desired.

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

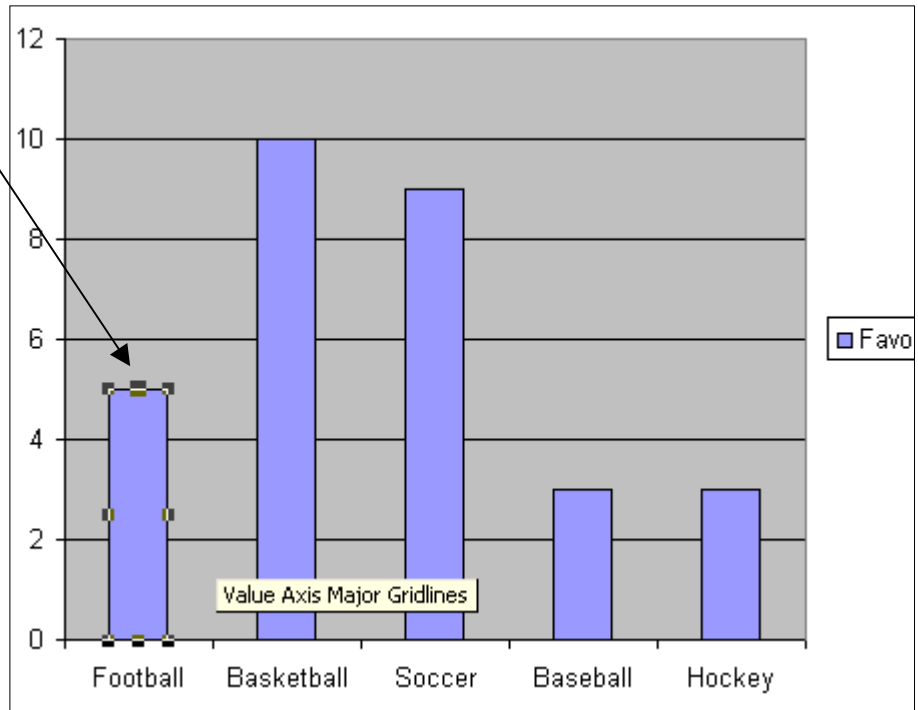
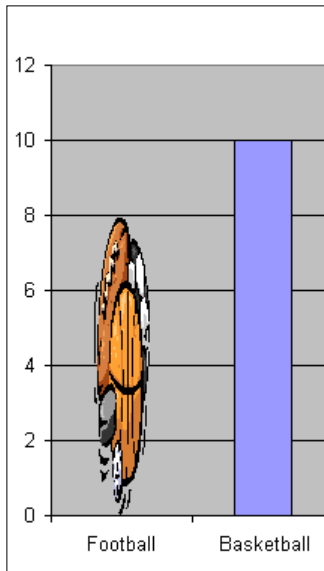
Insert a clip art picture that you want to use for the pictogram. (Insert, Picture, Clip art)

Click on the picture once to select it and then copy it. (Using Edit copy or Ctrl+c, etc.)



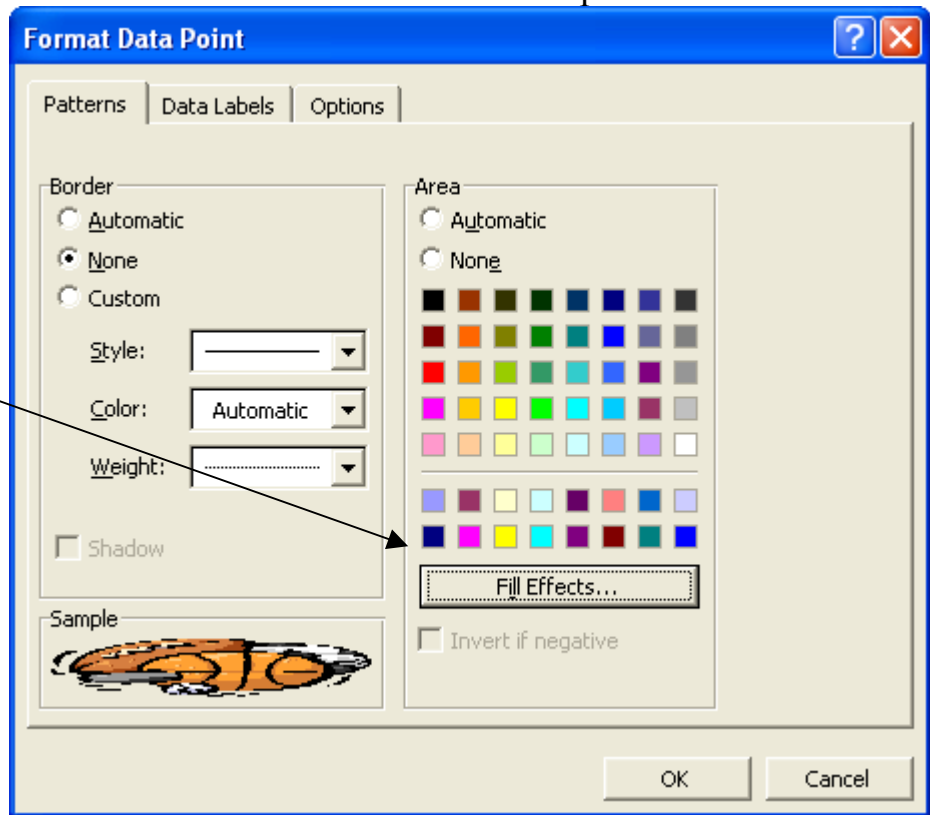
Now click once on a bar until you see the handles (little black squares) around just that one bar as shown. This is sometimes tricky so you may have to try a few times.

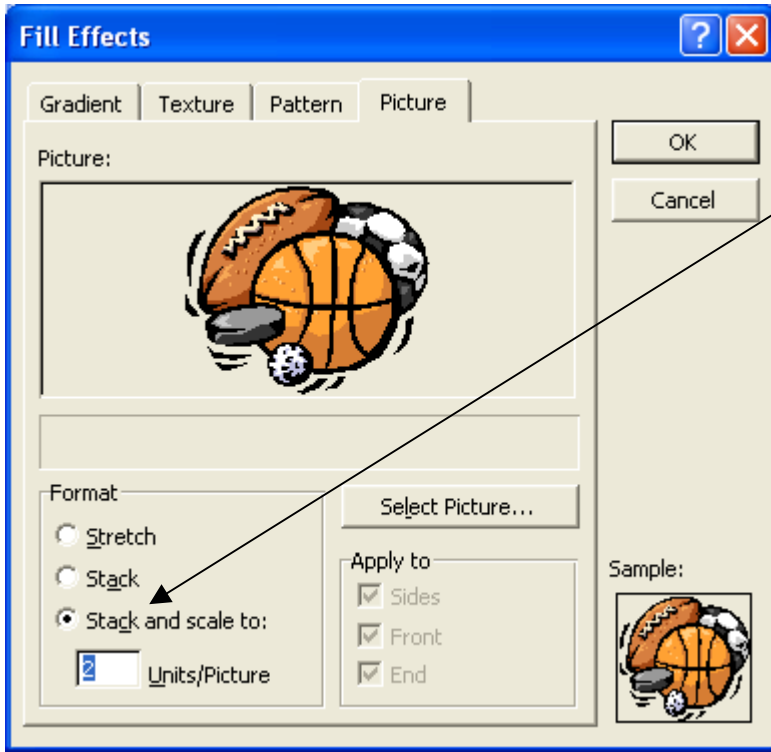
Now paste the clip art by using Edit paste or Ctrl+v, etc. (Your picture will look distorted like below.)



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!*

