

Clipboard: Undo, Paste, Copy, Paste with styles, Paste as text only, Paste as picture only, Paste as picture with cell background.

Font: Calibri, 11, Bold, Italic, Underline, Text color, Background color, Font color.

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text.

Number: General, Currency, Percentage, Thousands separator, Increase decimal places, Decrease decimal places.

Styles: Conditional Formatting, Format as Table, Cell Styles.

Cells: Insert, Delete, Format.

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data.

A1

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Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to create a pie chart in Excel. Let's get started.

File Home Insert Page Layout Formulas Data Review View Developer Help

Comments Share

Undo Paste Clipboard Font Alignment Number Styles Cells Editing Analysis

M38

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NAME	NUMBER OF APPLES
Mark	17
Linda	15
Sue	19
Marry	13
Frank	16
John	20

Here, we have some basic data. It contains names, and 100 apples that have been given out to 6 different people.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Fractions

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

C6 NAME

NAME	NUMBER OF APPLES
Mark	17
Linda	15
Sue	19
Marry	13
Frank	16
John	20

To create a pie chart using this data, highlight all the cells that you want to appear in your pie chart.

Clipboard: Undo, Paste, Copy, Cut, Paste with icons

Font: Calibri, 11, Bold (B), Italic (I), Underline (U), Color, Background Color, Font Color (A)

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency (\$), Percentage (%), Thousands Separator (,), Decimals (0, .00, .0)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

C6 : X ✓ fx NAME

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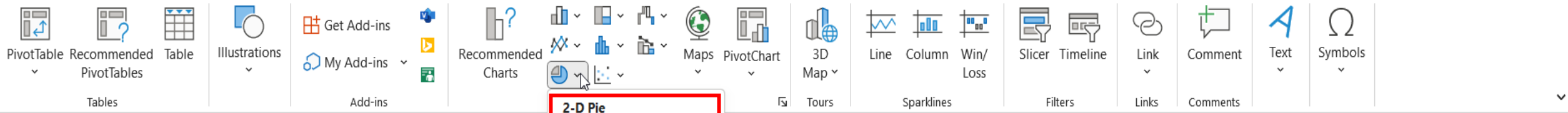
Next, click on Insert.

PivotTable Recommended PivotTables Table Illustrations Get Add-ins My Add-ins Recommended Charts **Charts** Maps PivotChart 3D Map Tours Line Column Win/Loss Slicer Timeline Link Comment Text Symbols

C6 NAME

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In the Charts toolbar, click on the icon for pie charts.



C6 NAME

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2-D Pie

3-D Pie

Doughnut

[More Pie Charts...](#)

In the dropdown menu, you have several choices to choose from. You have a 2-D pie, which also includes two choices for pie of pie. A 3-D Pie chart and a doughnut pie chart. You can also click on More Pie Charts to see additional selections.

Insert ribbon options: PivotTable, Recommended PivotTables, Table, Illustrations, Get Add-ins, My Add-ins, Recommended Charts, Maps, PivotChart, 3D Map, Tours, Line, Column, Win/Loss, Sparklines, Slicer, Timeline, Filters, Link, Links, Comment, Comments, Text, Symbols.

C6 NAME

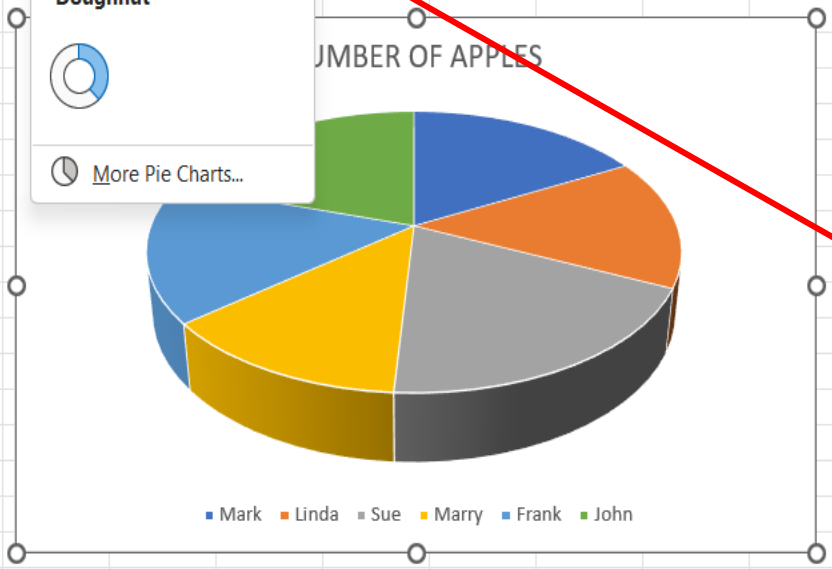
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2-D Pie

3-D Pie

Doughnut

More Pie Charts...



Let's click on the 3-D Pie.

Chart Layouts: Add Chart Element, Quick Layout, Change Colors

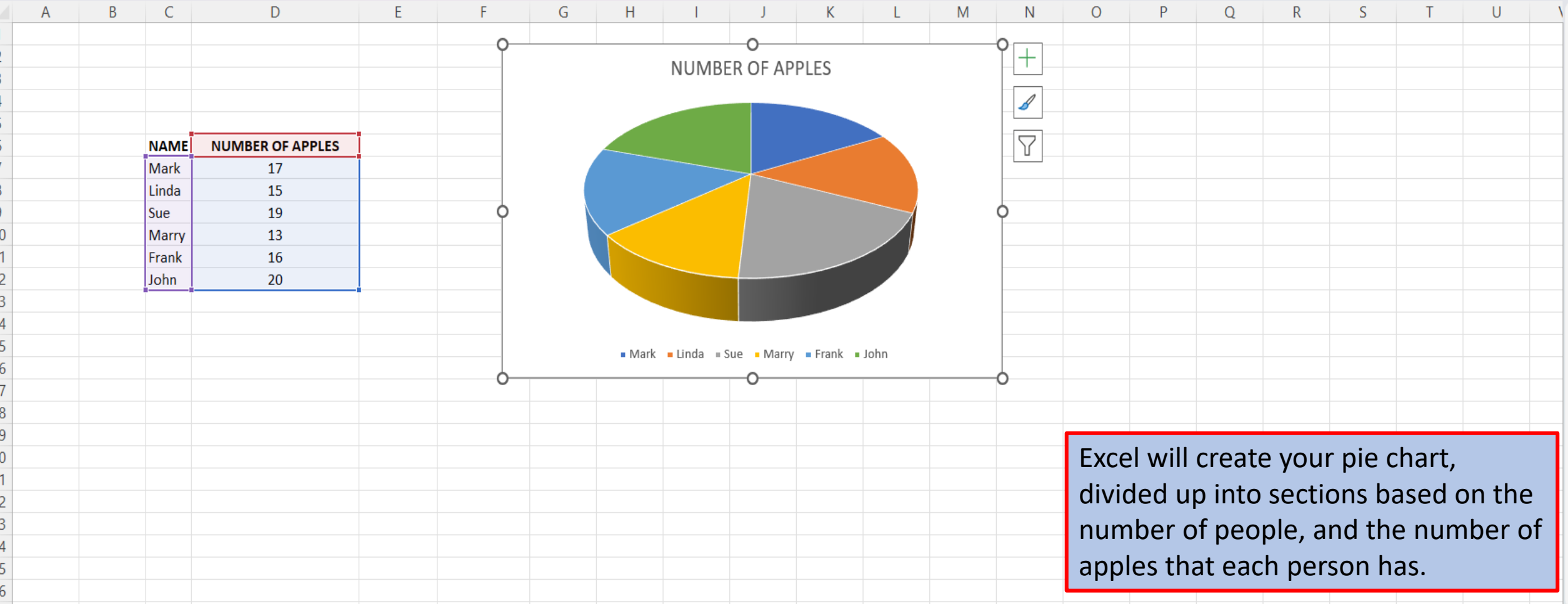
Chart Styles: 10 different pie chart styles

Data: Switch Row/Column, Select Data

Type: Change Chart Type

Location: Move Chart

Chart 4



Excel will create your pie chart, divided up into sections based on the number of people, and the number of apples that each person has.

Add Chart Element Quick Layout

Change Colors

Chart Layouts

Chart Styles

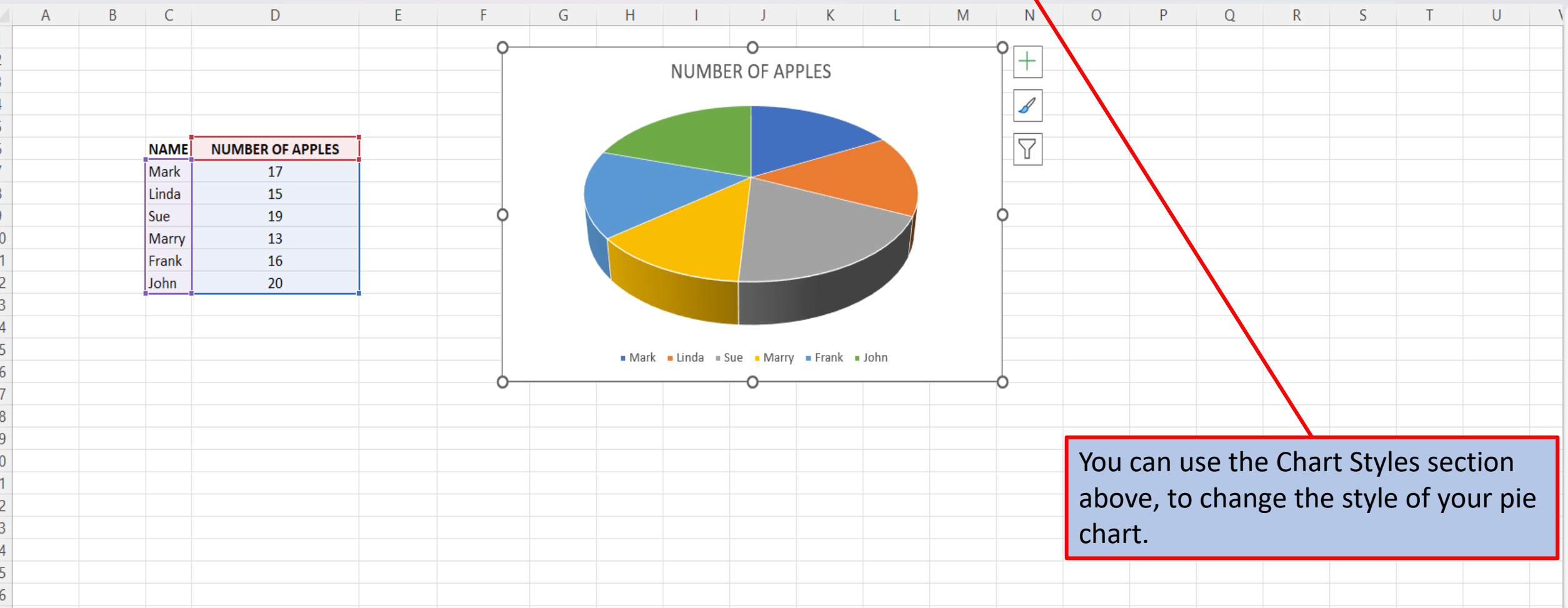
Switch Row/Column Select Data

Change Chart Type

Move Chart

Data Type Location

Chart 4



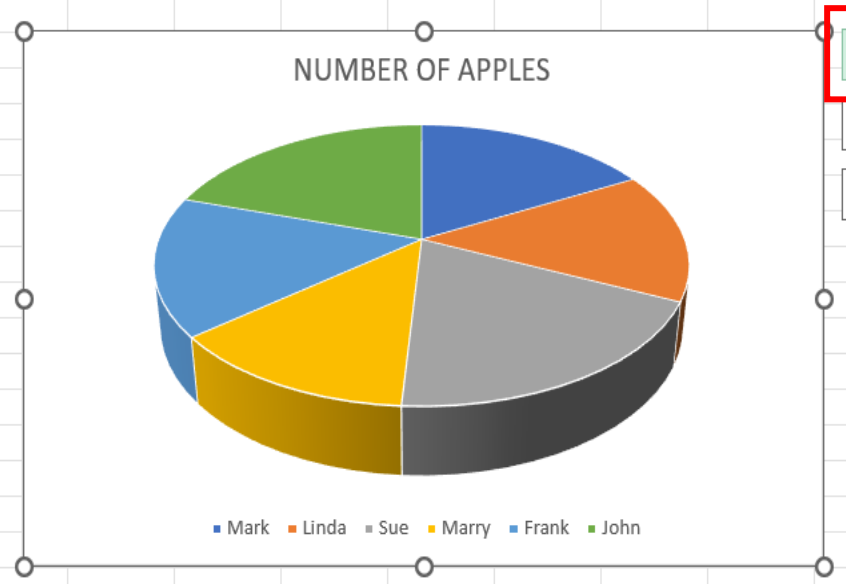
You can use the Chart Styles section above, to change the style of your pie chart.

Add Chart Element Quick Layout Change Colors

Chart Layouts | Chart Styles | Data | Type | Location

Chart 4

NAME	NUMBER OF APPLES
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Frank	16
John	20

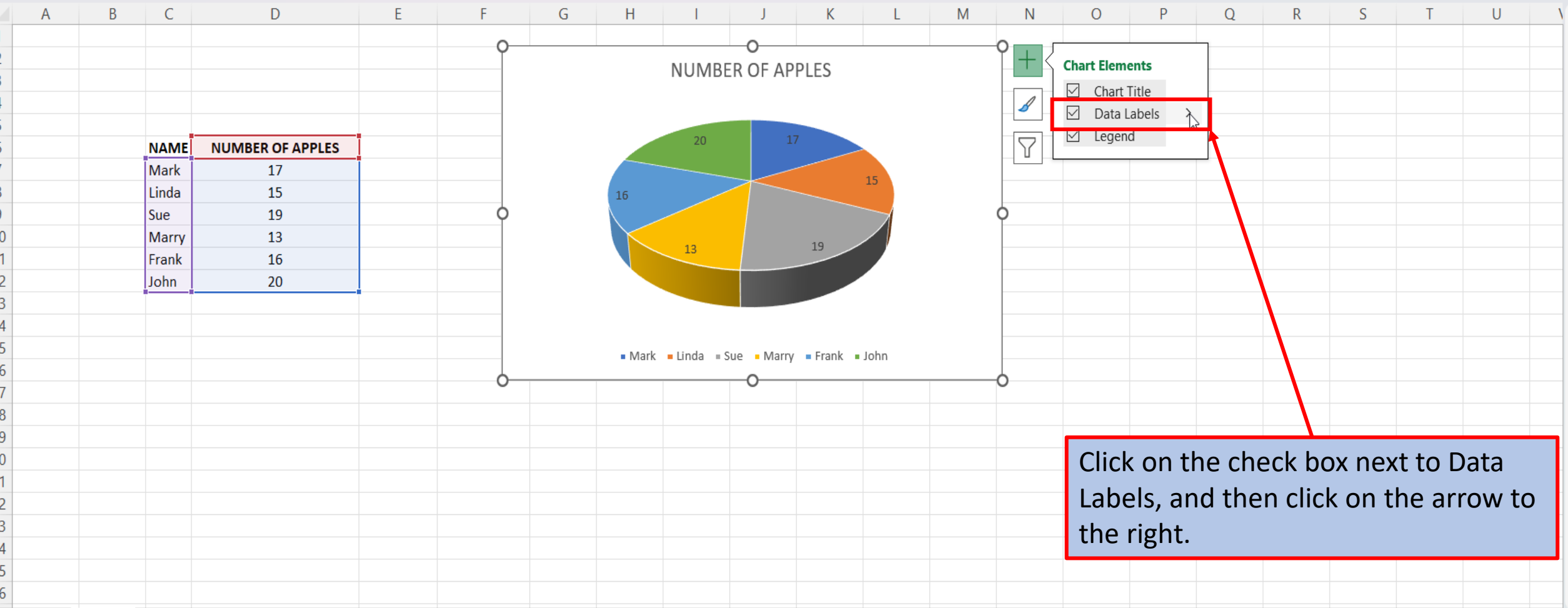


To add data labels, and percentages to your pie chart, click on the plus sign at the top right of the chart.

Chart Design ribbon options:

- Chart Layouts: Add Chart Element, Quick Layout, Change Colors
- Chart Styles: 10 different chart style thumbnails
- Data: Switch Row/Column, Select Data
- Type: Change Chart Type
- Location: Move Chart

Chart 4



Click on the check box next to Data Labels, and then click on the arrow to the right.

Chart Design ribbon options:

- Chart Layouts: Add Chart Element, Quick Layout, Change Colors
- Chart Styles: 10 different pie chart style thumbnails
- Data: Switch Row/Column, Select Data
- Type: Change Chart Type
- Location: Move Chart

Chart 4

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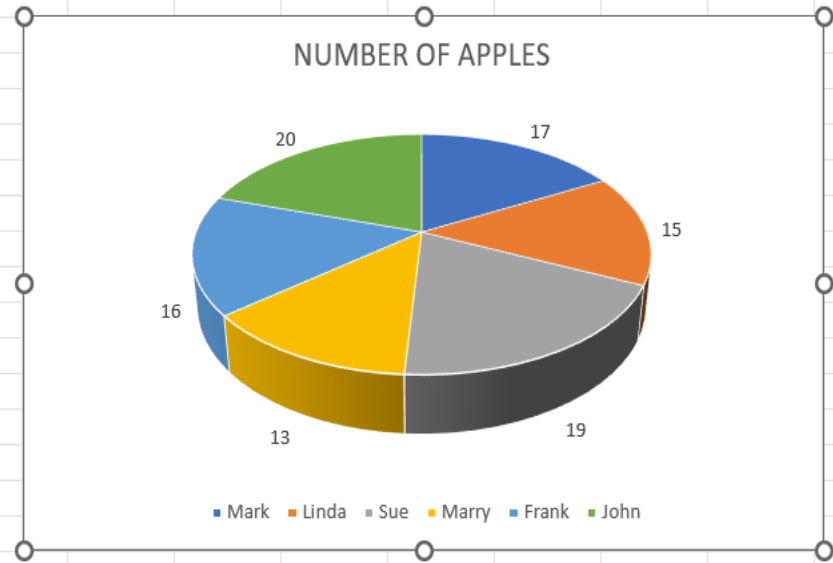


Chart Elements menu:

- Chart Title
- Data Labels
- Legend

Data Labels sub-menu:

- Center
- Inside End
- Outside End
- Best Fit
- Data Callout
- More Options...

Choose where you want the data labels to show on your chart.

Add Chart Element Quick Layout Change Colors

Chart Layouts

Chart Styles

Switch Row/Column Select Data Change Chart Type Move Chart

Data Type Location

Chart 4

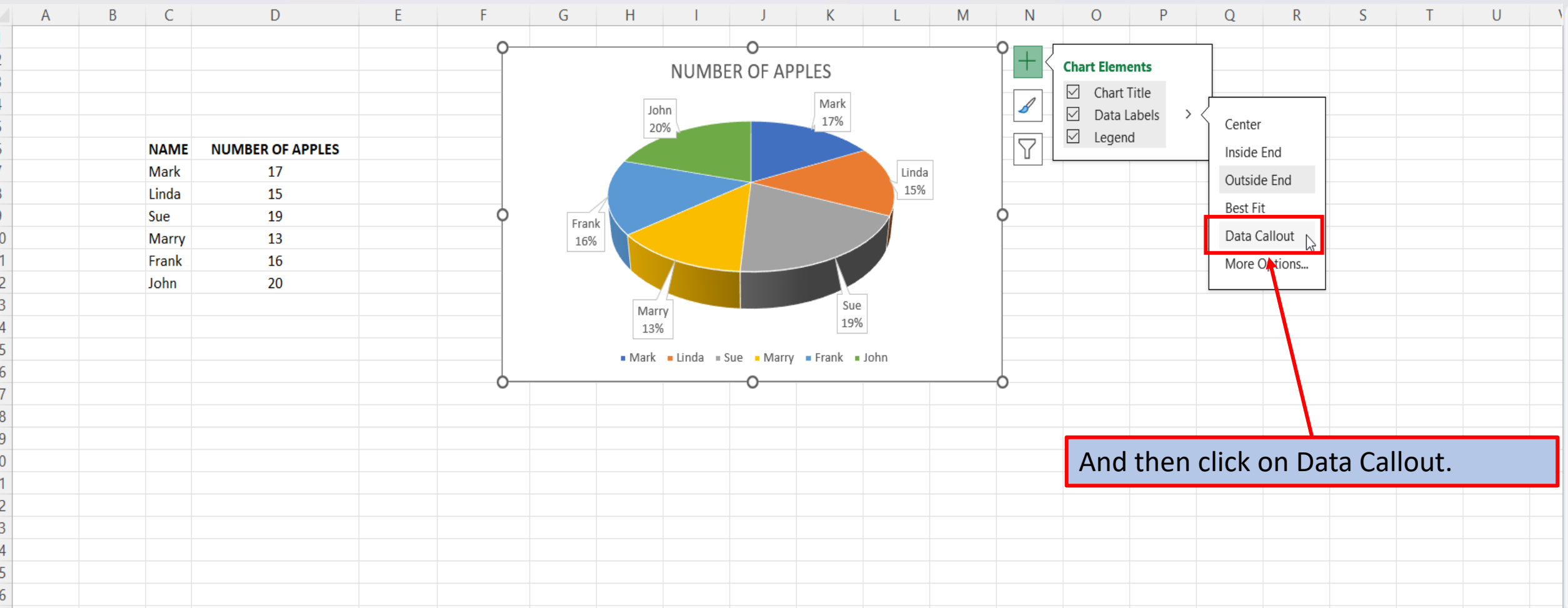


Chart Elements

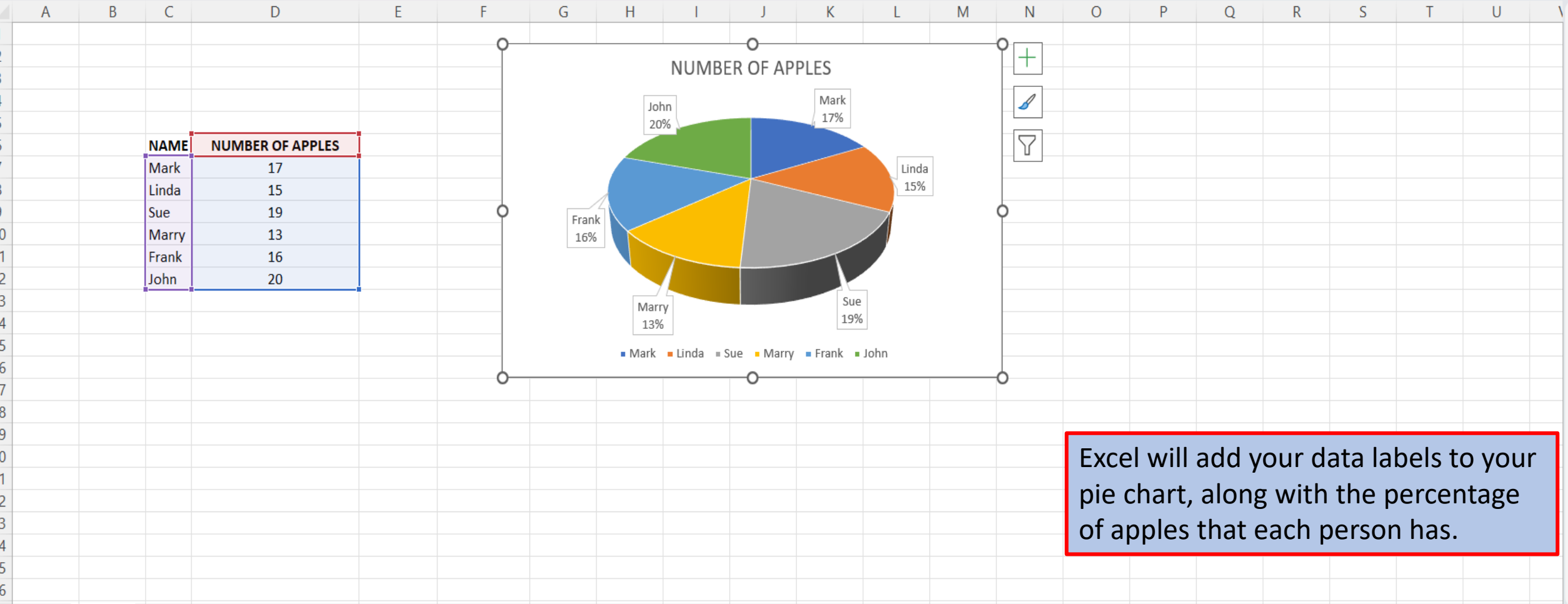
- Chart Title
- Data Labels
- Legend

Center
 Inside End
 Outside End
 Best Fit
 Data Callout
 More Options...

And then click on Data Callout.

Chart Design ribbon: Add Chart Element, Quick Layout, Change Colors, Chart Layouts, Chart Styles, Switch Row/Column, Select Data, Data, Change Chart Type, Type, Move Chart, Location.

Chart 4



Excel will add your data labels to your pie chart, along with the percentage of apples that each person has.

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Bar Charts, And Line Graphs](#)

[Excel 365 Charts](#)

