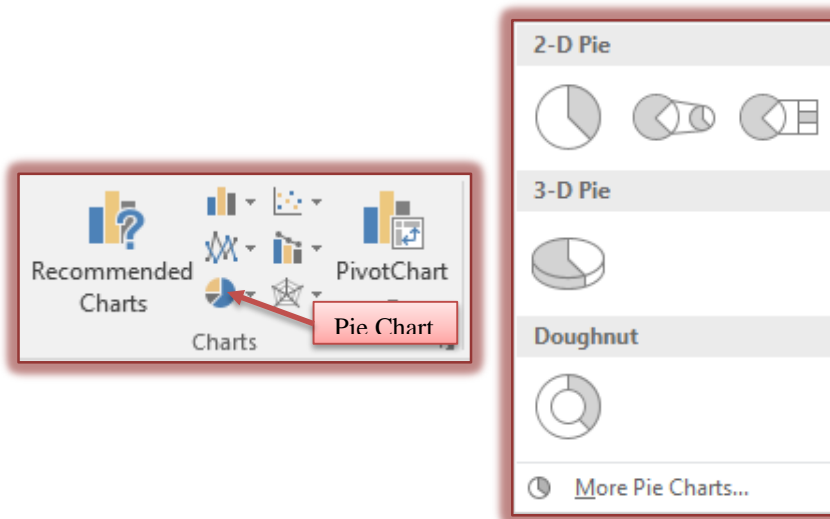


ADD A 3-D PIE CHART TO THE WORKBOOK

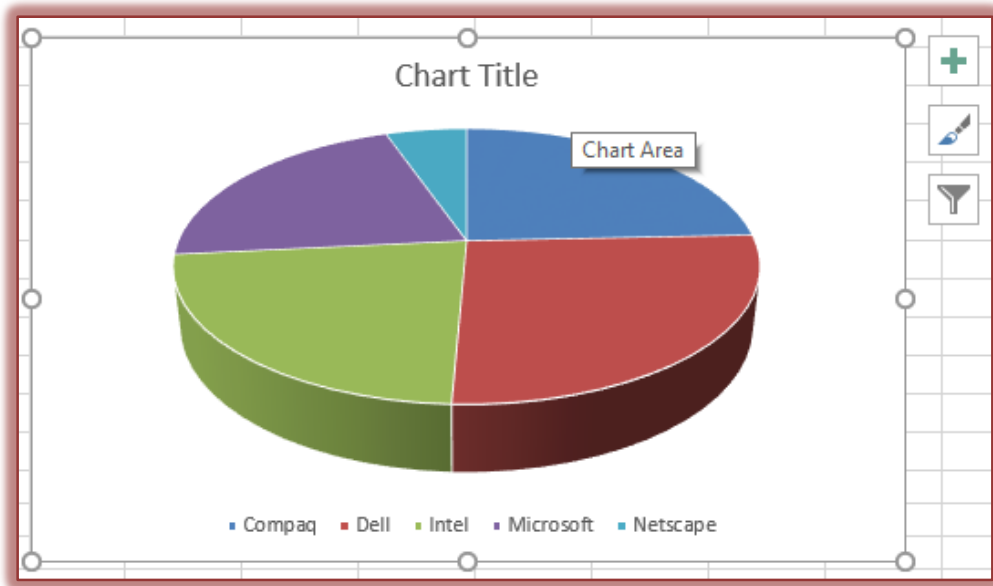
A pie chart is an easy way to show the relationship of items to the whole. In this exercise, you will be creating a Pie Chart that will show the relationship between the computer companies in the High Tech Stock Club. The difference between a **Pie Chart** and a **Column Chart** is that a **Pie Chart** can have only one data series while a **Column Chart** can have one or more.

CREATE 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**.



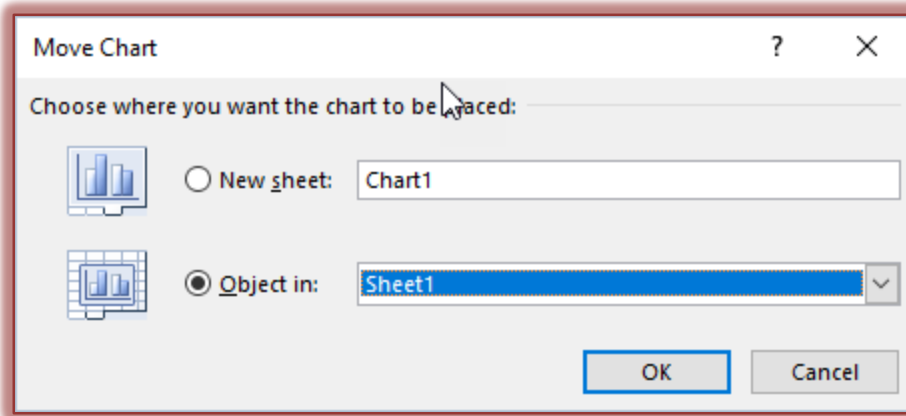
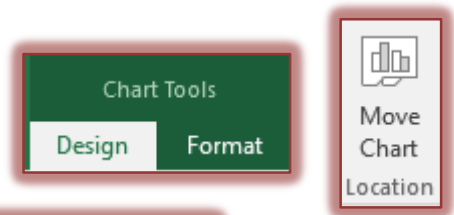
- † A gallery of available 2-D and 3-D Pie Chart subtypes will display.
- † Click the **3-D Pie** option.
- † The chart will appear in the worksheet (see illustration on next page).
- † Click the buttons along the right edge of the selected Chart to change different areas of the chart.
- † These buttons are described below as they appear from top to bottom.
 - ★ **Chart Elements** – Click this button to make changes to the different Chart Elements, such as the Title, Legend, Gridlines, or Data Labels. A list of different Chart Elements will display. Place a check mark in each one that is to be added to the chart.
 - ★ **Chart Styles** – This button can be used to set a style and color scheme for the chart. When the button is clicked a gallery of Styles will appear. Click the Color button to change the Color Scheme. A list of different elements will display. Click the check boxes to add or remove the elements from the chart.
 - ★ **Chart Filters** – To edit what data points and names are visible on the chart, click this button.



- ✦ The **Chart Tools Contextual Tabs** will appear.
 - ★ A description of each button on these tabs are available in a separate document on the Excel 2016 Web Page.

MOVE THE CHART

- ✦ Click the **Design Tab** under the **Chart Tools Contextual Tab**.
- ✦ Click the **Move Chart** button in the **Location Group**.
- ✦ The **Move Chart** dialog box will display.

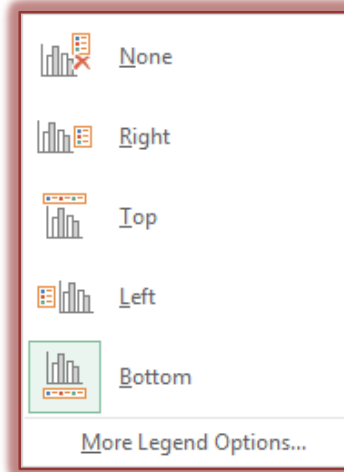
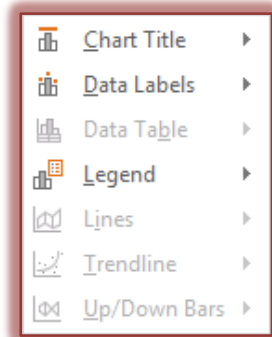
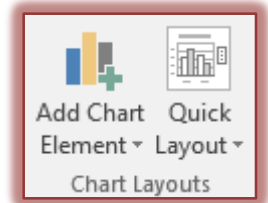


- ✦ The choices in this dialog box are:
 - ★ **As new sheet** - This option will insert a new sheet into the workbook. It will be titled Chart 1 unless otherwise specified.
 - ★ **As object in** - Use this option to insert the chart directly into the worksheet that the chart is based on.
- ✦ Click the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

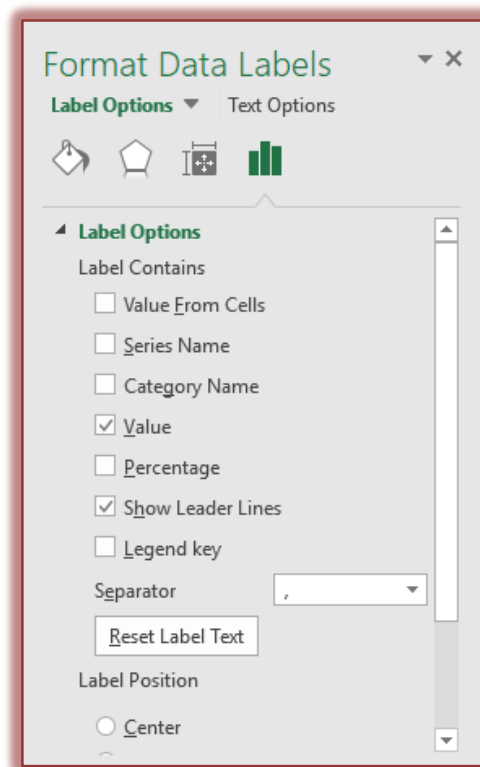
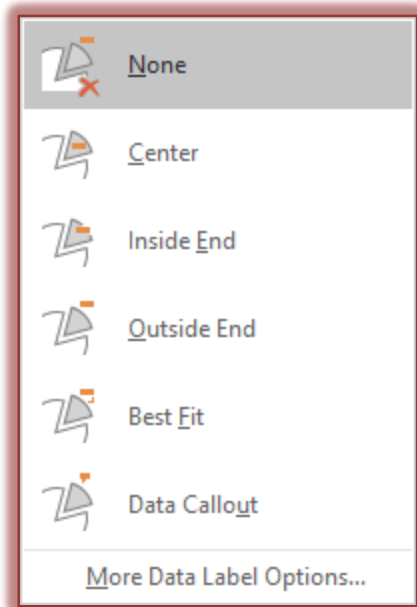
INPUT CHART LABELS

Legend and Data Labels

- ✦ Click the **Chart Tools Design Tab**, if necessary.
- ✦ In the **Chart Layouts Group**, click the **Add Chart Element** button.
- ✦ Move the mouse pointer over **Legend**.
- ✦ Click **None** in the list that appears.
- ✦ Click the **Add Chart Element** button in the **Chart Layouts Group**.



- ✦ Move the mouse pointer over **Data Labels**.
- ✦ Click the **More Data Label Option**.



- ✦ The **Format Data Labels Task Pane** will display.

✚ Make sure the following options are selected under **Label Contains**.

- ★ Category Name
- ★ Percentage
- ★ Show Leader Lines

✚ Click the **Add Chart Element** button in the **Chart Layouts Group**.

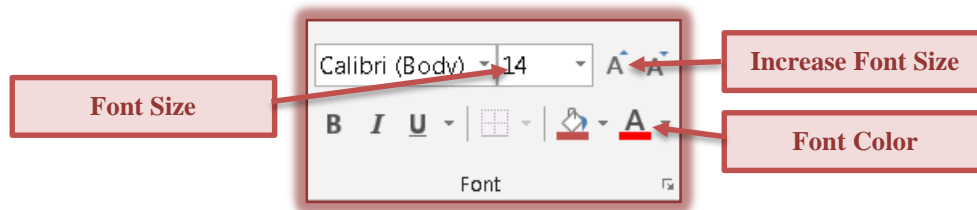
✚ Click **Outside End**.

FORMAT THE CHART TITLE

✚ 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.

FORMAT THE CHART LABELS

✚ 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** until the size changes to **14 point**.

✚ Change the **Font Color** to the same color as the **Title**.

✚ Click the **Bold** button in the **Font Group** to apply bold formatting to the labels.

FORMAT THE CHART LEGEND

✚ Click the **Legend** at the bottom of the chart.

✚ Click the **Increase Font Size** button in the **Font Group** until the size changes to **14 point**.

✚ Change the **Font Color** to the same color as the **Title**.

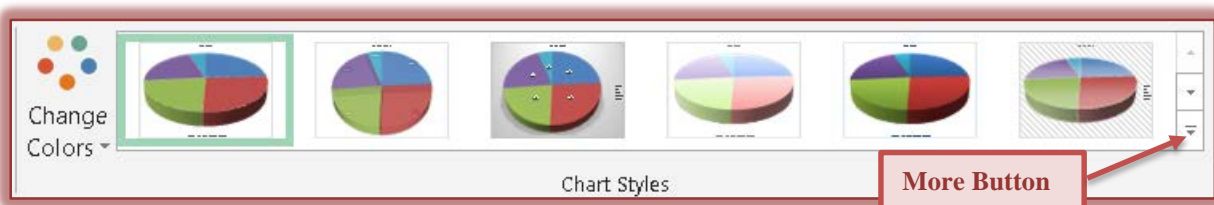
✚ Click the **Bold** button in the **Font Group** to apply bold formatting to the **Legend**.

CHANGE THE CHART STYLE

When a Chart is created, it appears with a pre-formatted style. The colors in the Chart can be changed by using the Chart Styles feature.

✚ Click the **Chart Tools Design Tab**.

✚ In the **Chart Styles Group**, click the **Change Colors** button (see illustration below).



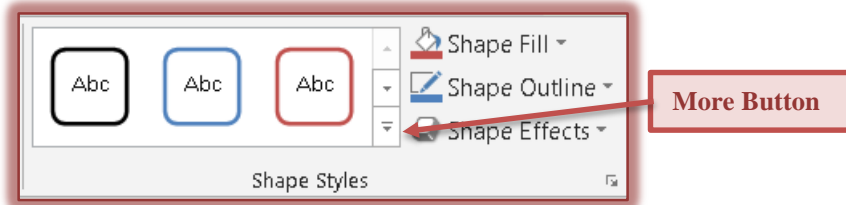
✚ Move the mouse pointer over each of the items to see a Live Preview of the colors.

- ✦ Click one of the options to apply it to the Chart.
- or
- ✦ Click one of the **Styles** in the **Chart Styles** gallery.
- ✦ To see additional **Styles** click the **More** button.
- ✦ Move the mouse pointer over each of the options to see a Live Preview of the Style.
- ✦ Click one of the **Styles** to apply it to the Chart.

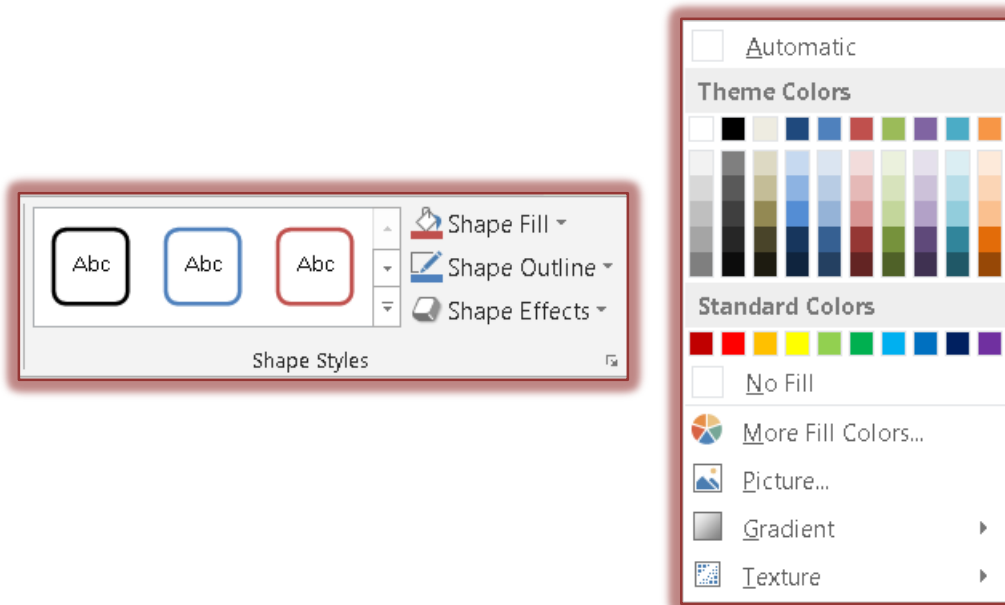
CHANGE THE COLORS OF INDIVIDUAL SLICES

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.



- ✦ Click one of the formats to apply it to the shape.
- or
- ✦ In the **Shape Styles Group**, click the **Shape Fill** button.
- ✦ A gallery of different **Fill Colors** will appear.



- ✦ 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.

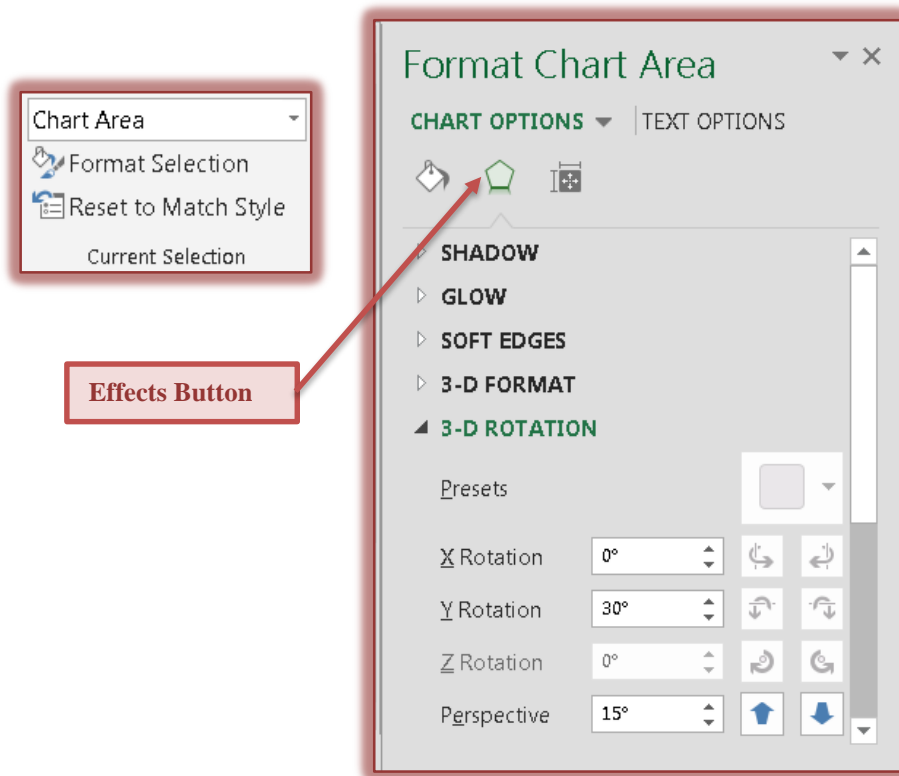
- ★ Click the **Gradient** link to display different variations of the selected color.
- ★ Click the **Texture** link to display a list of different textures.
- ✚ Click a fill option from any of the lists.
- ✚ Continue this process to apply different fill formats to the other slices.

EXPLODE 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.

ROTATE AND TILT THE 3-D PIE CHART

- ✚ Click within the **Chart Area**.
- ✚ Click the **Chart Tools Format Tab**.
- ✚ In the **Current Selection Group**, make sure **Chart Area** appears in the **Chart Elements** list.
- ✚ Click the **Format Selection** button.
- ✚ The **Format Chart Area Task Pane** will display.



- ✚ Click the **Effects** button.
- ✚ Click the **Triangle Shape** next to **3-D Rotation** to display the rotation options.
- ✚ 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.
- ✚ When all the changes have been made, click the **Close** button.