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.