# 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** (see illustration below left).
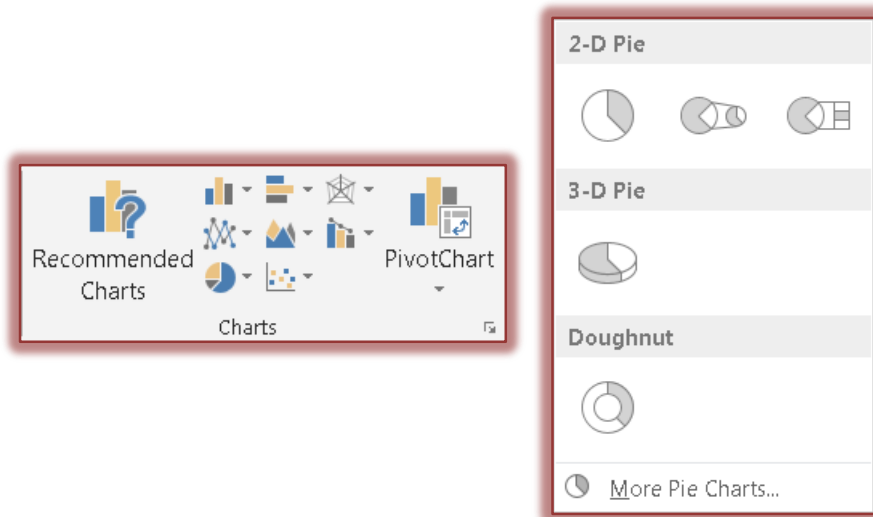
✝ A gallery of available 2-D and 3-D Pie Chart subtypes will display (see illustration above right).

✝ Click the **3-D Pie Chart** option.

✝ The chart will appear in the worksheet (see illustration below).
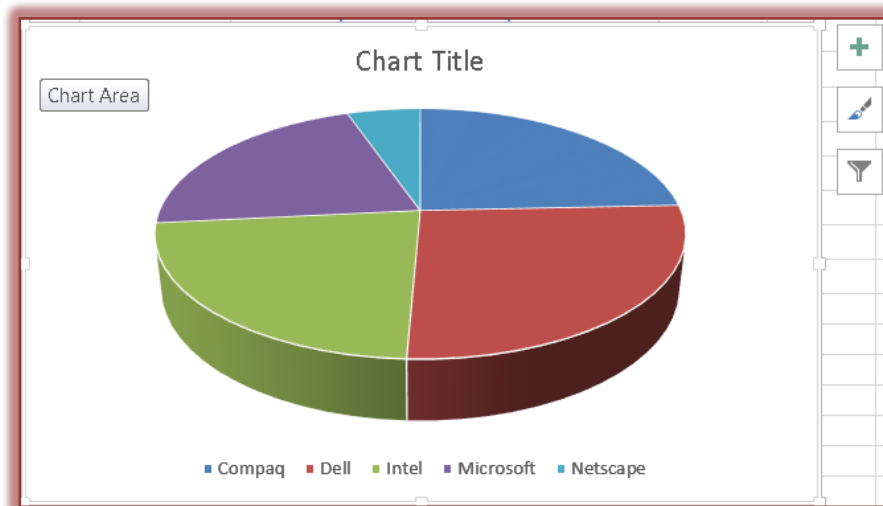
- ✠ Click the buttons along the right edge of the selected Chart to change different areas of the chart.
- ✠ These buttons are described below as they appear from top to bottom.
  - ✶ **Chart Elements** – Click this button to make changes to the different Chart Elements, such as the Title, Legend, Gridlines, 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.

MOVE THE CHART

- ✠ Click the **Design Tab** under the **Chart Tools Contextual Tab.**
- ✠ Click the **Move Chart** button in the **Location Group** (see illustration at right).
- ✠ The **Move Chart** dialog box will display (see illustration below).
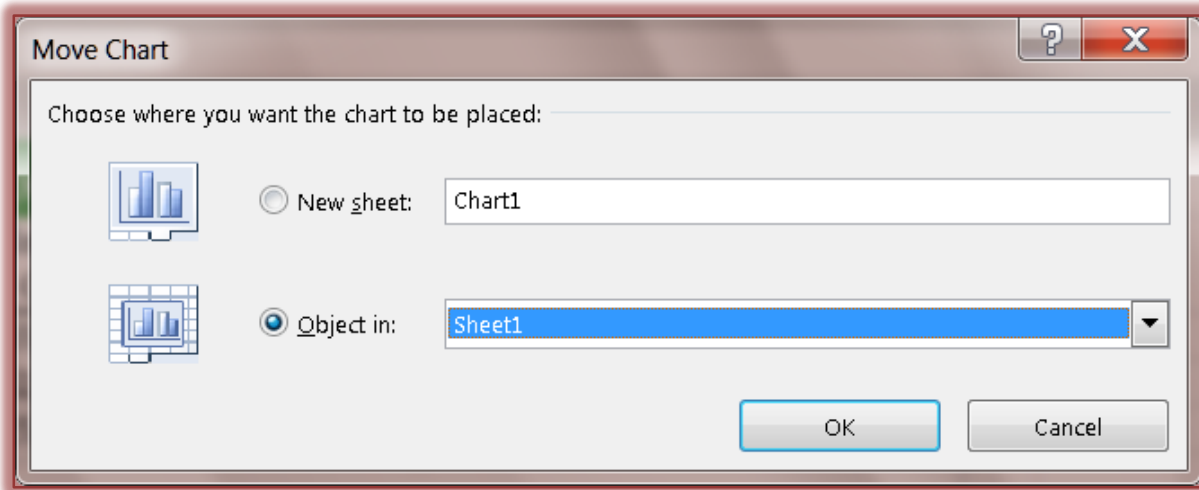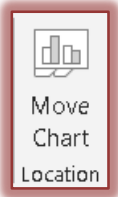
- ✠ The choices in this dialog box are:
  - ✶ **As new sheet** – This option will insert a new sheet into the workbook. It will be titled Chart 1 unless otherwise specified.
  - ✶ **As object in** – Use this option to insert the chart directly into the worksheet that the chart is based on.
- ✠ Click 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 (see illustration next page left).
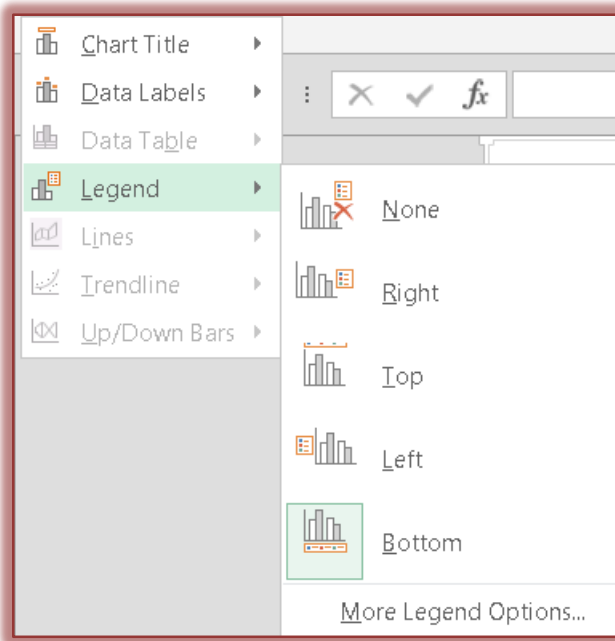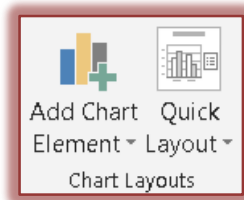
✝ Move the mouse pointer over **Legend**.
✝ Click **None** in the list that appears (see illustration above right).
✝ Click the **Add Chart Element** button in the **Chart Layouts Group**.
✝ Click **More Data Label Options** (see illustration below left).
✝ The **Format Data Labels Task Pane** will display (see illustration below right).
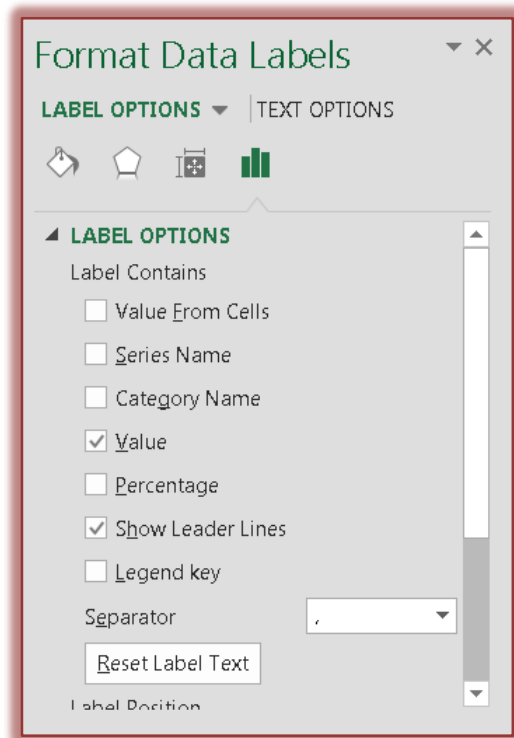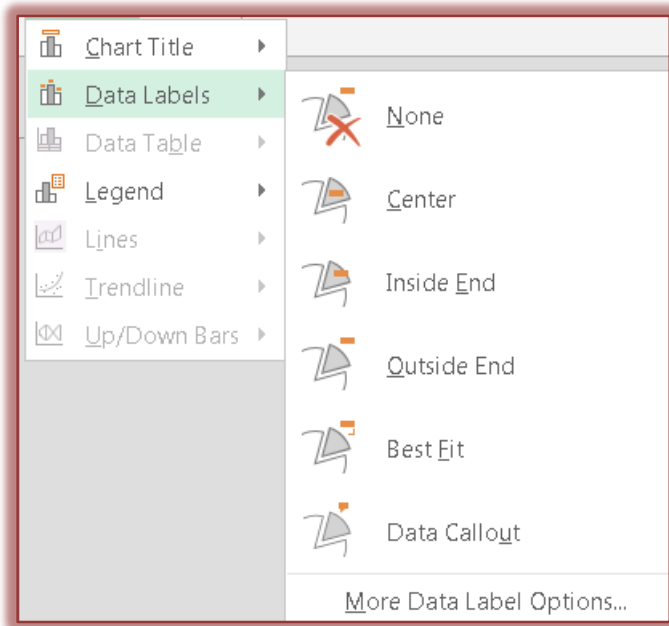
✝ Make sure the following options are selected under **Label Contains**.
  ✶ Category Name
  ✶ Percentage
  ✶ Show Leader Lines

- ✠ Click the **Add Chart Element** button in the **Chart Layouts Group**.
- ✠ Click **Outside End** (see illustration below left).

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 (see illustration below).
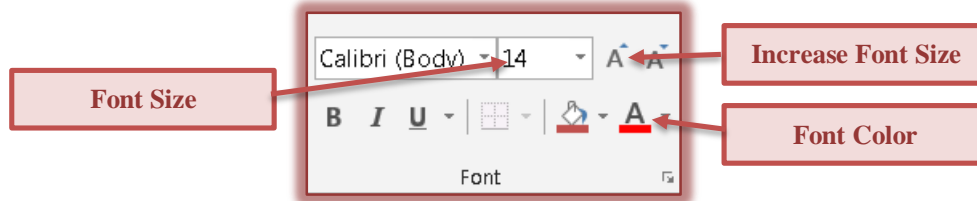
- ✠ Select **36** or a size of your choice to change the **Font Size** of the **Title**.
- ✠ In the **Font Group,** click the **Font Color** button list arrow.
- ✠ Choose a color from the **Font Color** palette.

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** (see illustration above), 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** (see illustration above), 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 is 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).
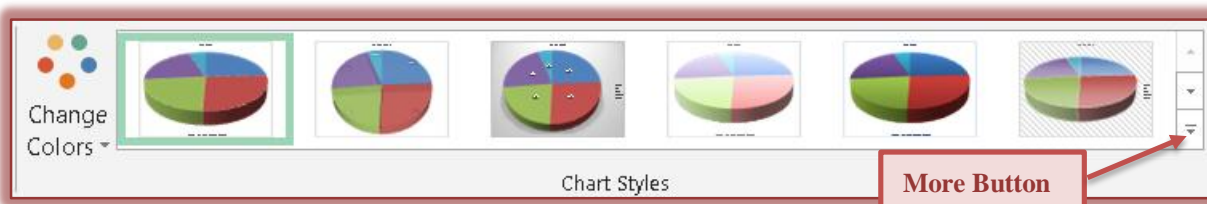

- ✠ Move the mouse pointer over each of the items to see a Live Preview of the colors.
- ✠ Click one of the options to apply it to the Chart.

                        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.
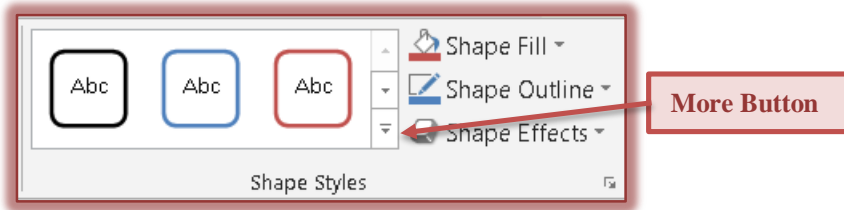
- ✞ Click one of the formats to apply it to the shape.

or

- ✞ In the **Shape Styles Group**, click the **Shape Fill** button (see illustration below).
- ✞ A gallery of different **Fill Colors** will appear (see illustration below).
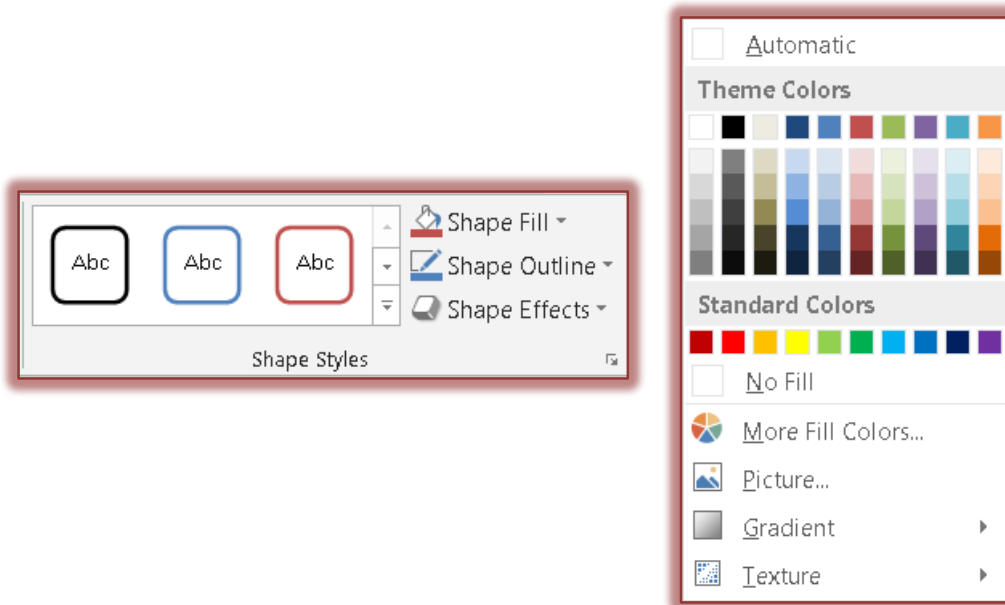
- ✞ Do one of the following:
    - ✶ Choose a color from the gallery that appears.
    - ✶ Click the **More Fill Colors** link to open the **Colors** dialog box.
    - ✶ Click the **Picture** link to insert a picture from a file.
    - ✶ Click the **Gradient** link to display different variations of 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** (see illustration below), make sure **Chart Area** appears in the **Chart Elements** list.
✞ Click the **Format Selection** button.
✞ The **Format Chart Area Task Pane** will display (see illustration below right).
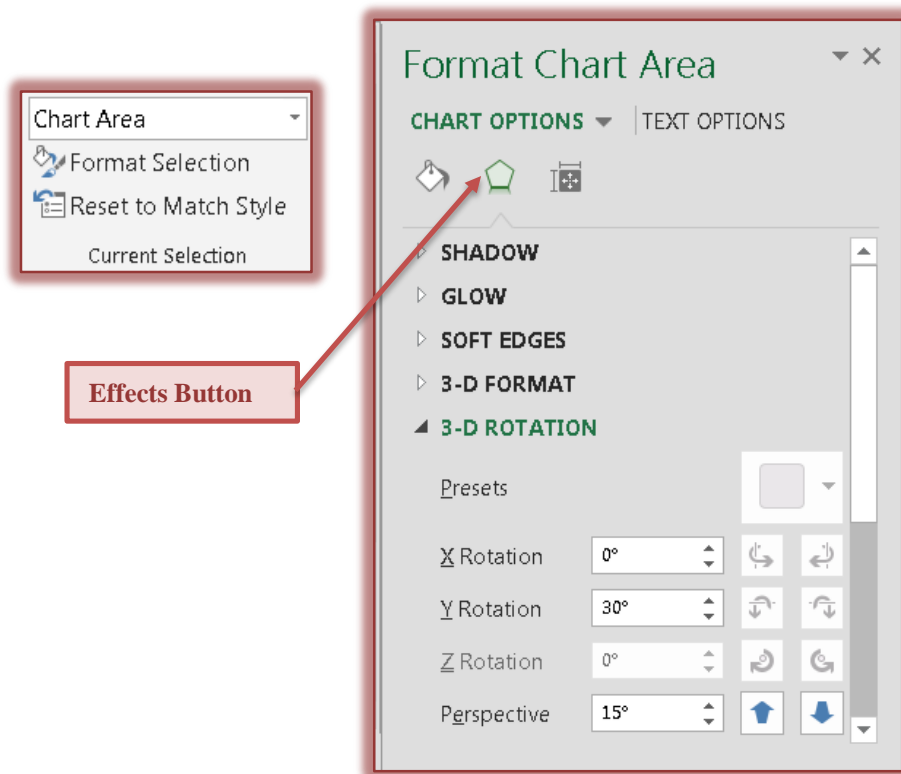
✞ Click the **Effects** button.
✞ Click the **Triangle Shape** next to **3-D Rotation** to display the rotation options.
✞ Make changes in this dialog box to rotate and tilt the chart.
✞ With **Live Preview**, it is possible to see the changes that are being made.
✞ When all the changes have been made, click the **Close** button.