


# Create a Pie Chart

You can create multiple charts based on the same worksheet data. While a column chart may illustrate certain important aspects of your worksheet data, you may find you want to create an additional chart to emphasize a different point. Depending on the type of chart you create, you have additional options for calling attention to trends and patterns. For example, if you create a pie chart, you can emphasize one data point by **exploding**, or pulling that slice away from, the pie chart. When you're ready to print a chart, you can preview it just as you do a worksheet to check the output before committing it to paper. You can print a chart by itself or as part of the worksheet. **CASE**  At an upcoming meeting, Grace plans to discuss the total tour expenses and which countries need improvement. You want to create a pie chart she can use to illustrate total expenses. Finally, you want to fit the worksheet and the charts onto one worksheet page.

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1. Select the range **A5:A12**, press and hold **[Ctrl]**, select the range **F5:F12**, click the **INSERT** tab, click the **Insert Pie or Doughnut Chart** button in the Charts group, then click **3-D Pie** in the chart gallery

The new chart appears in the center of the worksheet. You can move the chart and quickly format it using a chart layout.

2. Drag the **chart** so its upper-left corner is at the upper-left corner of cell **G1**, click the **Quick Layout** button in the Chart Layouts group of the **CHART TOOLS DESIGN** tab, then click **Layout 2**

The chart is repositioned on the page, and its layout changes so that a chart title is added, the percentages display on each slice, and the legend appears just below the chart title.

3. Select the **Chart Title text**, then type **Total Expenses, by Country**
4. Click the slice for the **India data point**, click it again so it is the only slice selected, right-click it, then click **Format Data Point**

The Format Data Point pane opens, as shown in **FIGURE D-22**. You can use the Point Explosion slider to control the distance a pie slice moves away from the pie, or you can type a value in the Point Explosion text box.

5. Double-click **0** in the **Point Explosion text box**, type **40**, then click the **Close button** 

Compare your chart to **FIGURE D-23**. You decide to preview the chart and data before you print.

6. Click cell **A1**, switch to **Page Layout view**, type your name in the left header text box, then click cell **A1**

You decide the chart and data would fit better on the page if they were printed in landscape orientation.

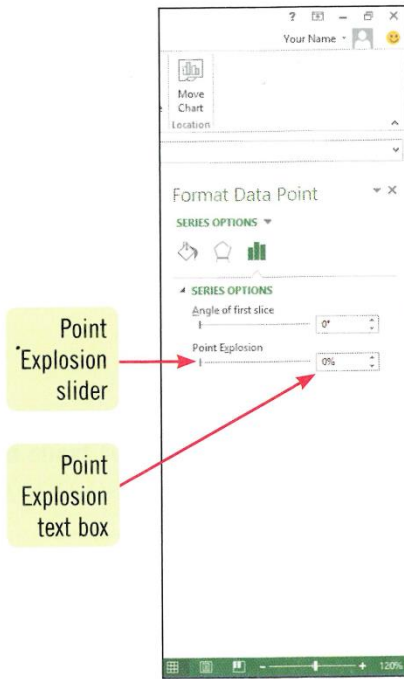
7. Click the **PAGE LAYOUT** tab, click the **Orientation** button in the Page Setup group, then click **Landscape**

8. Click the **FILE** tab, click **Print** on the navigation bar, click the **No Scaling** setting in the Settings section on the Print tab, then click **Fit Sheet on One Page**

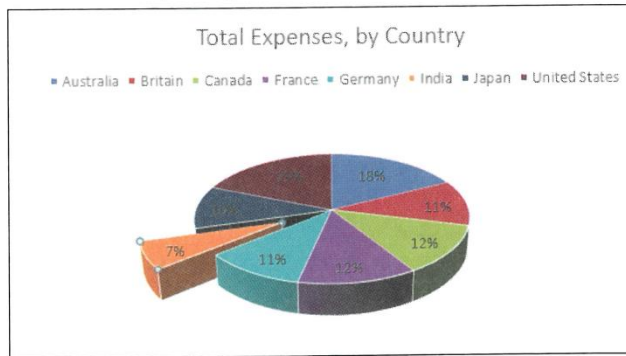
The data and chart are positioned horizontally on a single page, as shown in **FIGURE D-24**. The printer you have selected may affect the appearance of your preview screen.

9. Save and close the workbook, submit your work to your instructor as directed, then exit Excel

**FIGURE D-22: Format Data Point pane**



**FIGURE D-23: Exploded pie slice**



**FIGURE D-24: Preview of worksheet with charts in Backstage view**

