

Exercise #9

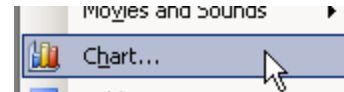
Adding and Modifying Pie Charts

In this exercise you will learn how to create and modify a pie chart.

A. Adding Charts

1. Go to **slide #4** in the **file_3.ppt** file.

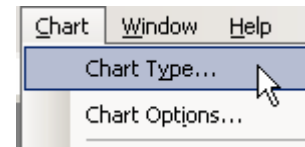
2. From the menus select, **Insert → Chart**.



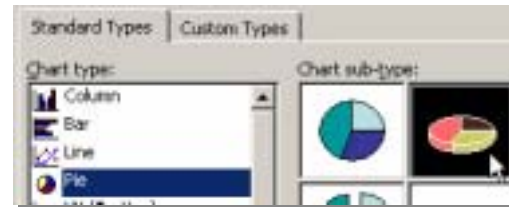
3. Position chart placeholder to a desired location.
Notice that there are menus at the top of your screen, and notice that some new options have appeared.

4. From the menus select, **Chart → Chart Type**.

The **Chart Type** dialog box appears.



5. In the **Standard Types** tab, select **Pie**.
6. Select the chart sub-type (shown).
7. Click **OK**.



8. IF the **Datasheet** is not displayed (as shown), select **View → Datasheet**.

		A	B	C	D
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	East	20.4	27.4	98	29.4
2	West	30.6	38.6	34.6	31.6
3	North	45.9	46.9	45	47.9
4					

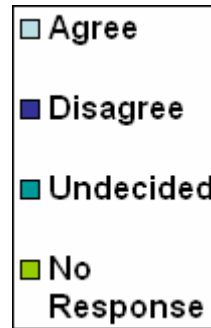
9. Select all sample data in the Datasheet and click **<Delete>**.
10. Replace the values with the ones shown below and close the window.

		A	B	C	D
		Agree	Disagree	Undecided	No Response
1	3-D Pie 1	50	25	20	5
2					
3					
4					

The Pie Chart displays the distribution of the results you just entered.

OVER

11. Double-click the legend area and reset the font size to **12 pt.**



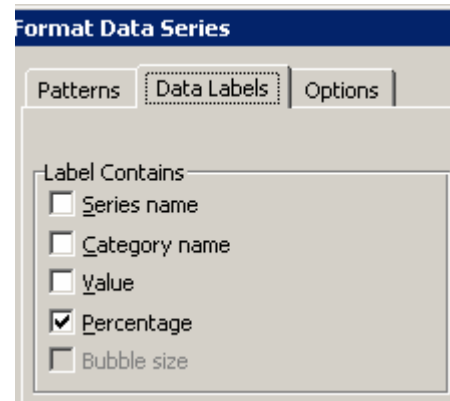
12. To display the percent values in the pie chart double-click anywhere in the chart.

The **Format Series** dialog box displays.

13. Select the **Data Labels** tab and select the **Percentage** checkbox by clicking it.

14. Click **OK**.

The percentage values display next each “slice” of the pie chart.



B. Modifying a Pie Chart

1. From the menus select, **View → Datasheet**.
2. Modify the values in the datasheet as desired and close the Datasheet window when done.

The pie chart reflects the updated values.

Bonus

- Re-create the chart shown on **slide #5**.