

Name: _____

Date: _____

Creating Circle Graphs in Microsoft® Excel

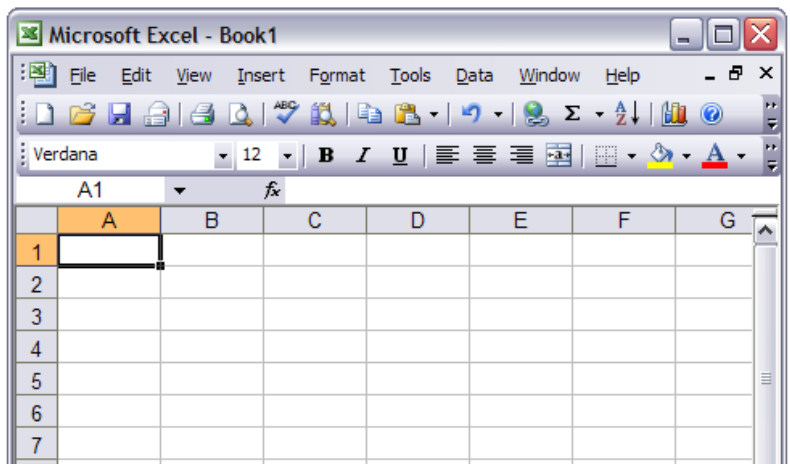
The results of James' milk survey are shown in the table.

Type of Milk	Number of Students
2%	15
Chocolate	24
Soy	8
Other	13

Create a circle graph of these data.

Open Microsoft® Excel.

It looks like this.



Type "Type of Milk".

	A	B	C
1	Type of Milk		
2			
3			
4			
5			
6			
7			

The title will appear in cell A1.

Press the Enter key.

Type "2%".

	A	B	C
1	Type of Milk		
2	2%		
3			
4			
5			
6			
7			

The data will appear in cell A2.

Continue with all data in the "Type of Milk" list.

When you have finished, column A will look like this.

	A	B	C
1	Type of Milk		
2	2%		
3	Chocolate		
4	Soy		
5	Other		
6			
7			

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(continued)

Press the right-arrow key once. Press the up-arrow key five times.

The outline will be in cell B1. Type "Number of Students".

Press the Enter key.

Continue with "15", and the other data in the "Number of Students" list.

When you have finished, columns A and B will look like this.

Move the cursor between A and B until the double arrow shows.

Left-click the mouse, and drag to make column A wider. Adjust the width of column B in the same way.

Select cell A2. Press the Align Left button. Now you can see all of the data.

Move the cursor to cell A1. Left-click and drag to B5.

Click on the Chart Wizard.

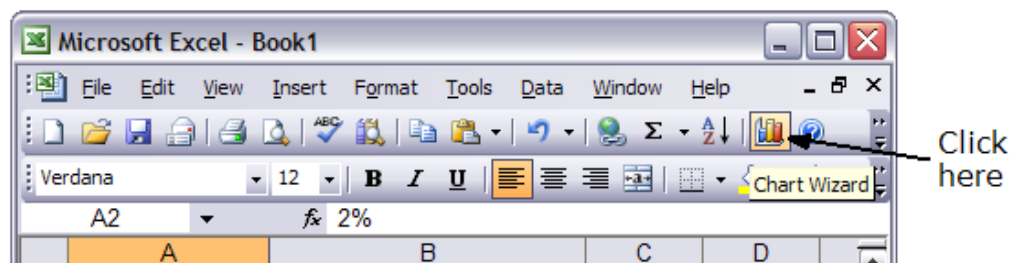
	A	B	C	D
1	Type of	Milk		
2	2%			
3	Chocolate			
4	Soy			
5	Other			
6				
7				

	A	B	C	D
1	Type of	Number of Students		
2	2%	15		
3	Chocolate	24		
4	Soy	8		
5	Other	13		
6				
7				



	A	B	C
1	Type of Milk	Number of Students	
2	2%		15
3	Chocolate		24
4	Soy		8
5	Other		13
6			
7			

	A	B	C
1	Type of Milk	Number of Students	
2	2%		15
3	Chocolate		24
4	Soy		8
5	Other		13
6			
7			



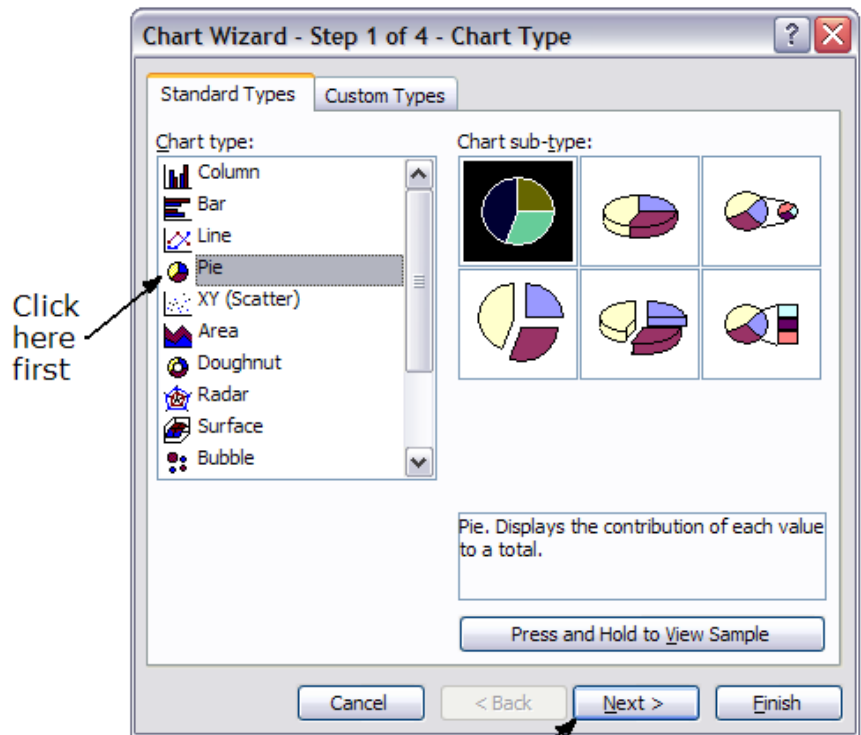
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A new box will appear.

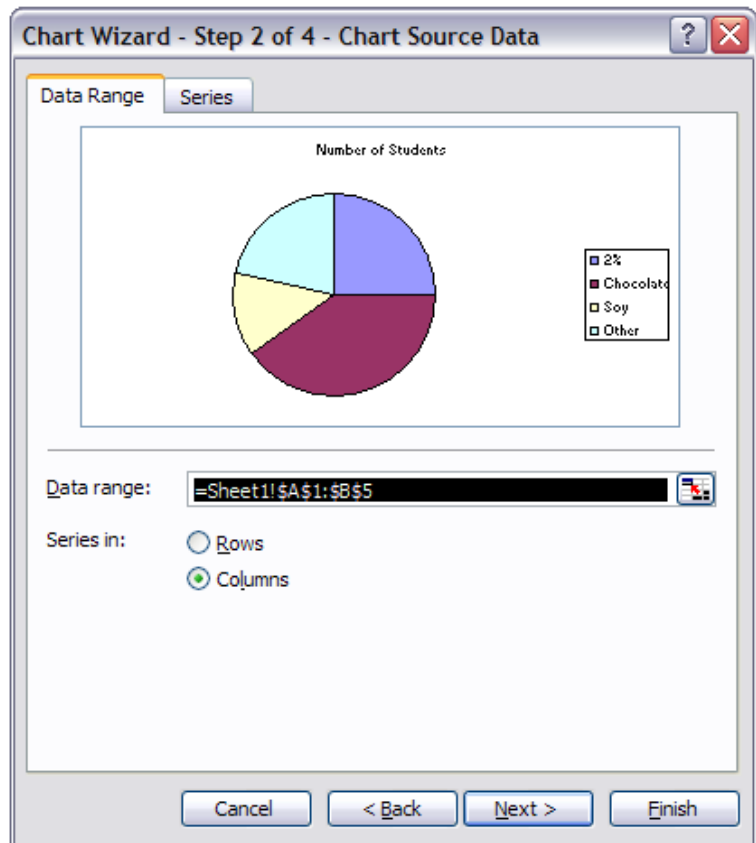
Click on Pie.

Then, click on Next.



Another box will appear.

Click on Next.



Name: _____

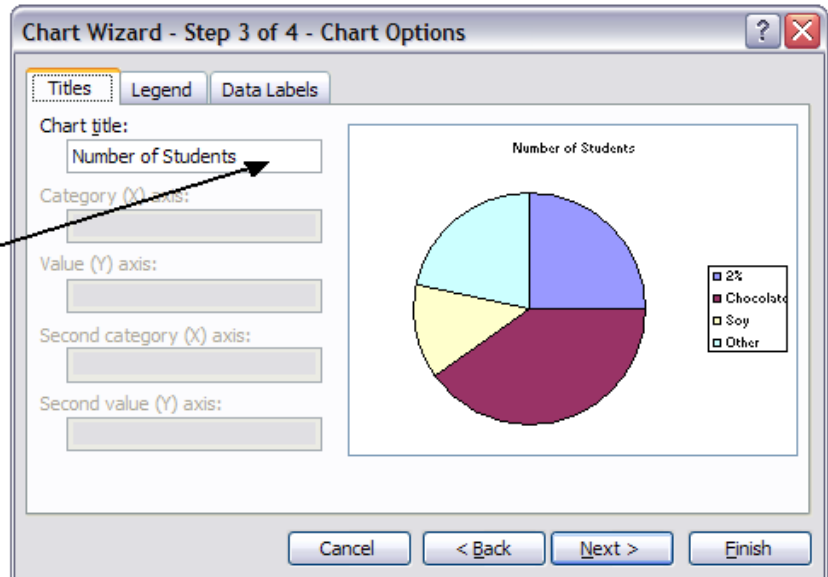
Date: _____

Another box will appear.

Click in the box marked "Chart title:". Use the Backspace key to erase "Number of Students" in this box.

Type "Milk Survey".

Click here



Click on the Data Labels tab.

Click in the Category Name box.

Click in the Percentage box.

Click Finish.

The circle graph will appear. You can drag the graph to a convenient location.

Click here second

Click here last

