Name: _____   Date: _____

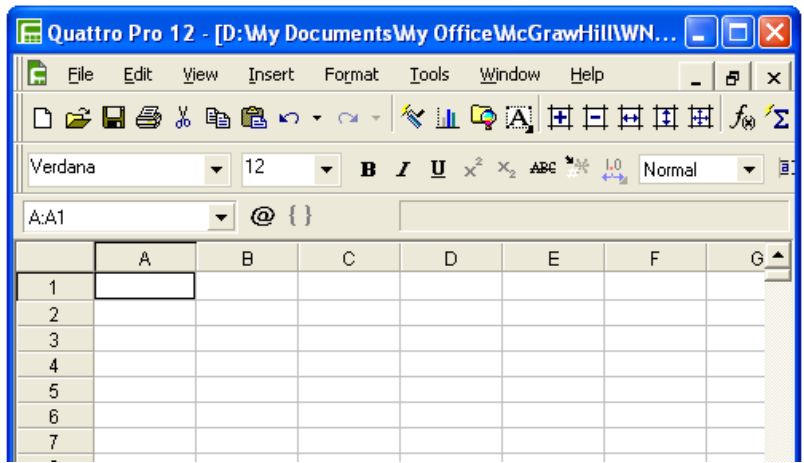# Creating Circle Graphs in Corel® Quattro® Pro

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 Corel® Quattro® Pro.

It looks like this.

Type "Type of Milk".

The title will appear in cell A1.

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

Press the Enter key.

Type "2%".

The data will appear in cell A2.

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

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			

Name: _____   Date: _____

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

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

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

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.

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

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.

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

Name: _____   Date: _____

Click here first

Select cell A2. Select
the Format menu, then
Selection Properties,
then Alignment. Set
the horizontal alignment
to Left, and press OK.
Now you can see all
of the data.

Click
here
second

Active Cells A:A2..A2

| Cell Font | Numeric Format | Alignment | Constraints | Row/Column | Border | Fill/Pattern |

Horizontal Alignment

- ○ General
- ● Left
- ○ Right

- ○ Center
- ○ Center Across Block
- ○ Indent 0

Vertical Alignment

- ○ Top
- ○ Center
- ● Bottom

Orientation

- ● Horizontal ○ Rotated 0
- ○ Vertical

Cell Options

- ☐ Wrap Text
- ☐ Join Cells

| OK | Cancel | Help |

2%
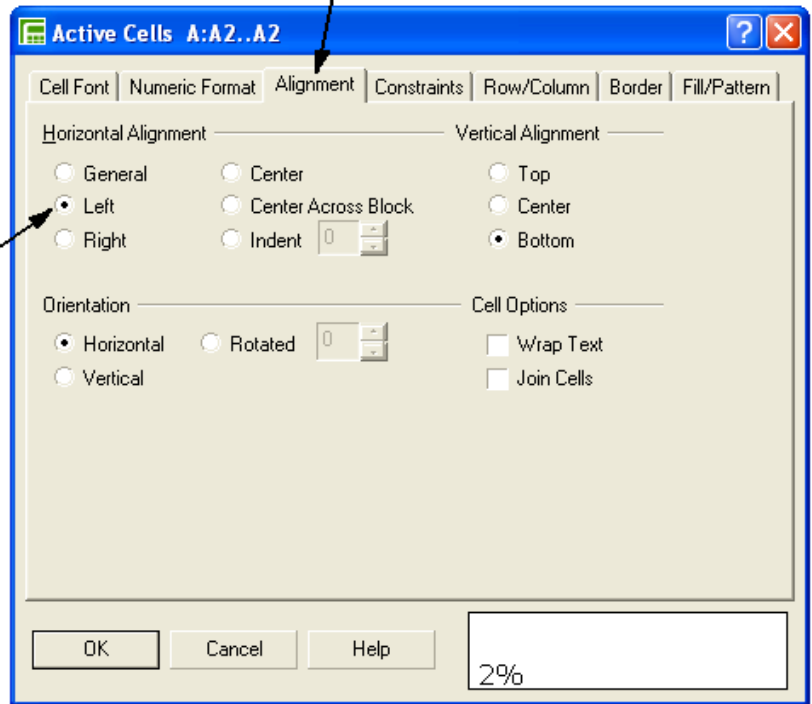
Move the cursor to cell A1.
Left-click and drag to B5.

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

Name: _____   Date: _____

Click on Insert.

Select Chart.

Click here first
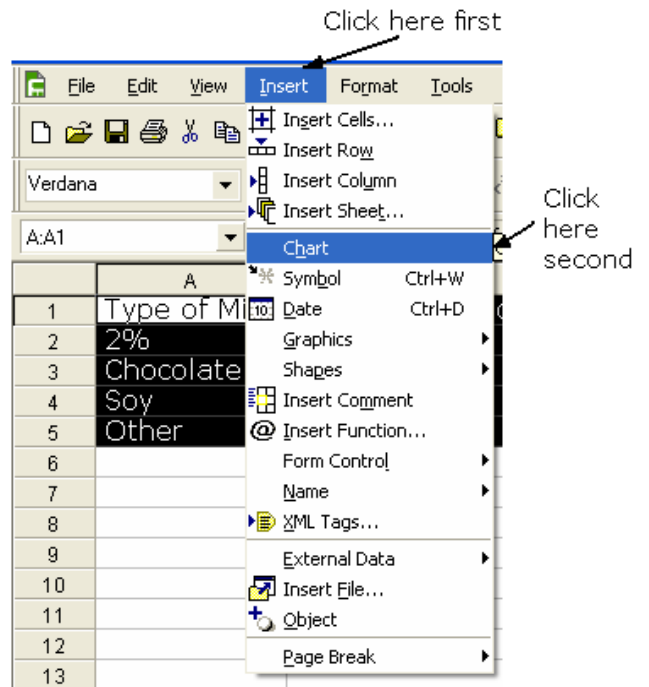
A new box will appear.
Click on Next.
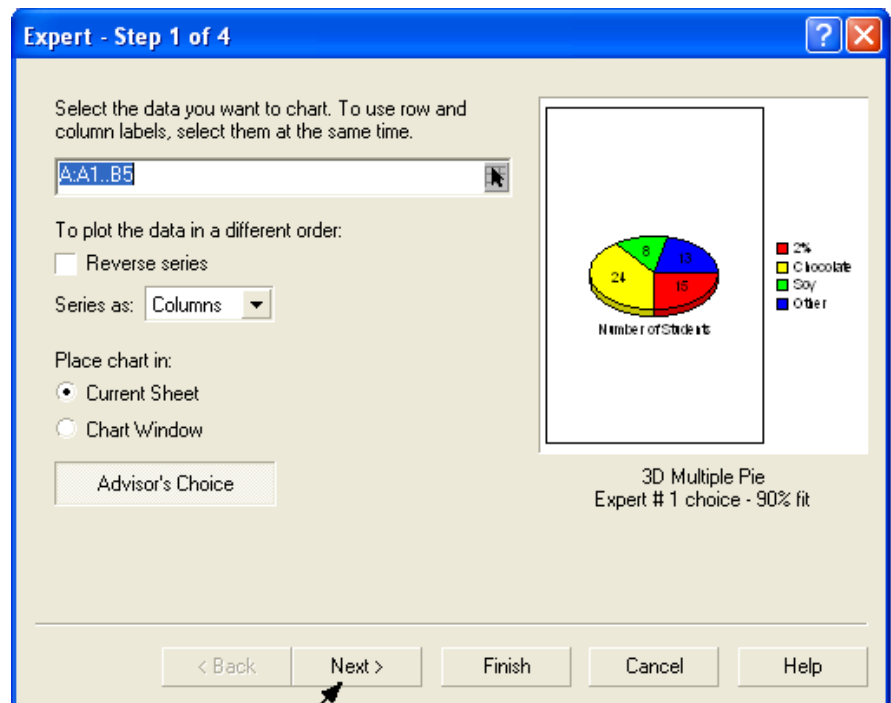
Click here

Another box will appear.

Click on Pie.

Click in the 3-D box to uncheck.

Click Next.

Click to uncheck

Expert - Step 2 of 4

Category:
- Area
- Bar
- Bubble
- Gantt
- High Low
- Histogram
- Line
- Mixed
- Pie
- Polar
- Radar

Type:

☐ 3-D

Click here

Advisor's Choice

☐ Add Depth
☐ Add Secondary Y-axis
☐ Advanced Rendering

2%
Chocolate
Soy
Other

Number of Students

3D Multiple Pie
Expert # 1 choice - 90% fit

< Back   Next >   Finish   Cancel   Help

Click here last

Another box will appear.

Click in the box marked Title.

Type "Milk Survey".

Press the Tab key twice.

Type "Type of Milk".

Press the Tab key.

Type "Number of Students".

Click on Finish.

Expert - Step 3 of 4

If you want a main title, a subtitle, a footnote, or an axis titles type them below:

Title
Milk Survey

Subtitle

X-Axis
Type of Milk

Y-Axis
Number of Students

Z-Axis

Footnote

Milk Survey

2%
Chocolate
Soy
Other

Number of Students

Label

< Back   Next >   Finish   Cancel   Help

Move the cursor to a clear space. Click the left mouse button.

The circle graph will appear.
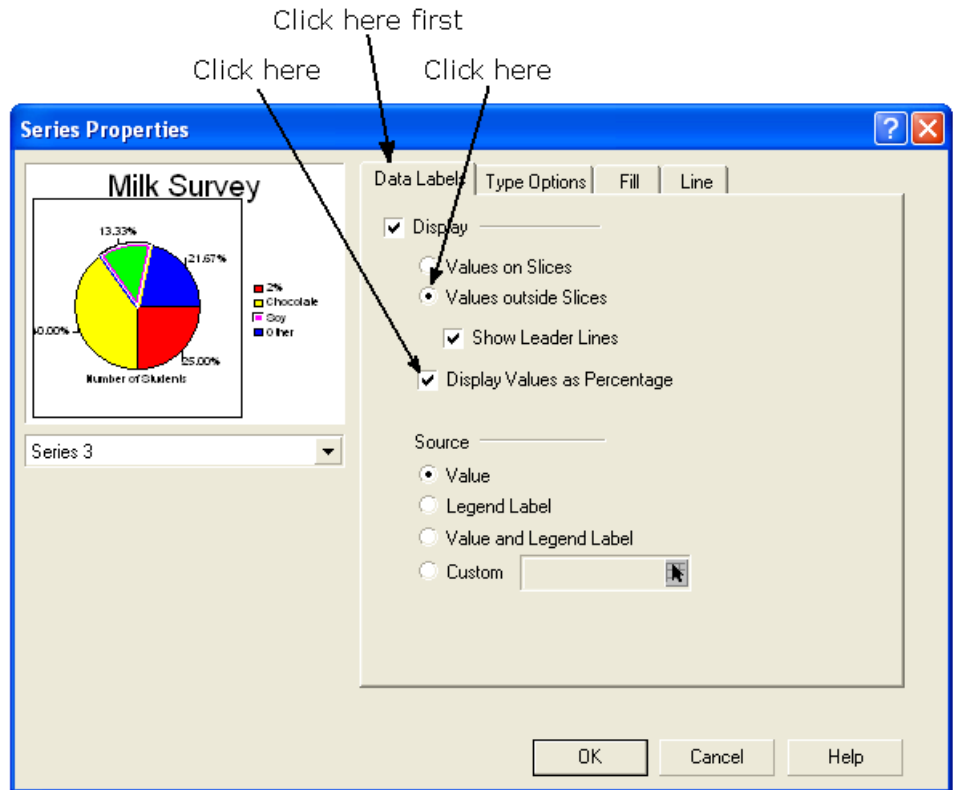
Click on the chart to select it.

Double-click on one of the slices of the pie. A new box will appear.

Click on the Data Labels tab.

Select the radio button Values outside Slices.

Then, check the box Display Values as Percentage.

Click OK.

Click here first

Click here   Click here

Series Properties

Milk Survey

13.33%
21.67%
0.00%
25.00%
Number of Students

■ 2%
□ Chocolate
□ Soy
■ Other

Series 3

Data Labels | Type Options | Fill | Line

☑ Display

○ Values on Slices
● Values outside Slices

☑ Show Leader Lines

☑ Display Values as Percentage

Source

● Value
○ Legend Label
○ Value and Legend Label
○ Custom

OK   Cancel   Help

Name: _____   Date: _____

Click on the chart to select it.

Double-click on one of the percent values. A new box will appear.

Click on the Numeric Format tab.

Click the down arrow on the Decimal Places spin button twice. This will set the number of decimal places to 0.

Click on OK.

Click here first