


Exercise 6: Creating Charts 2 - Pie Charts

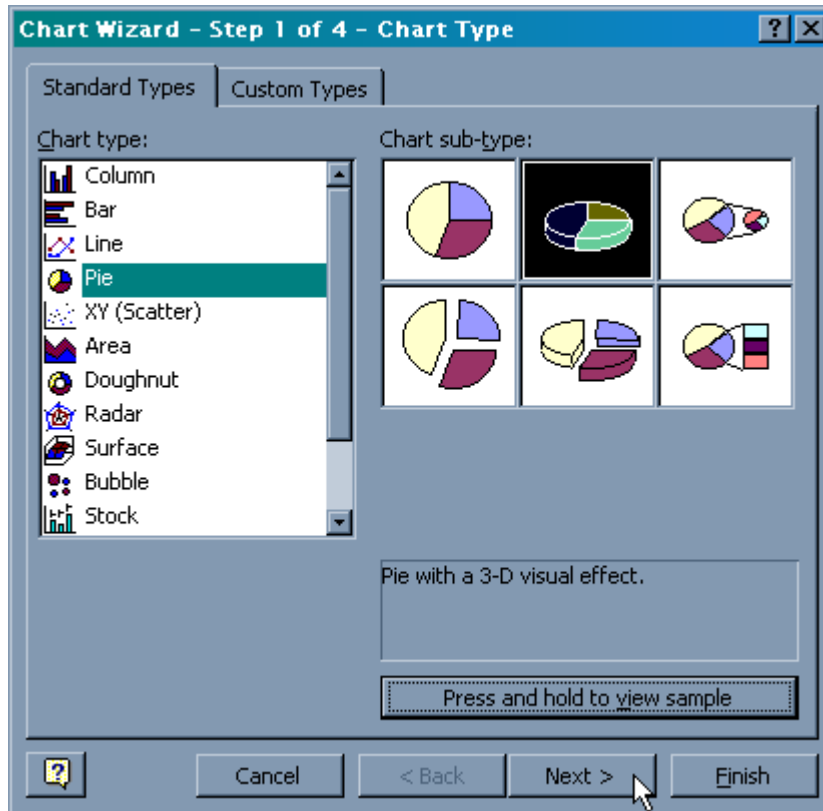
After completing this exercise you will be able to:

- create and format simple pie charts;
- copy pie charts;
- edit chart data series.

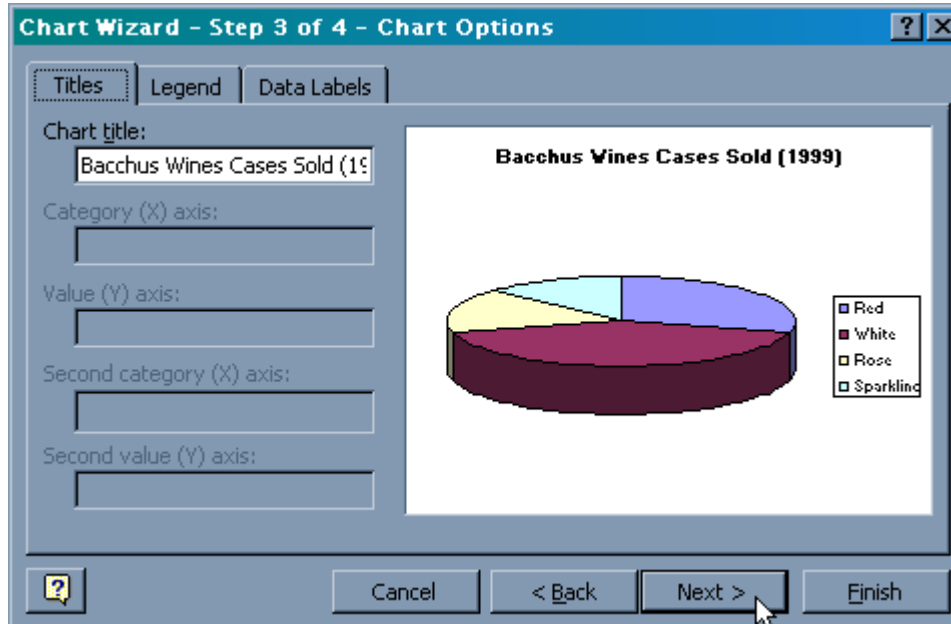
1. Create a copy of the Ex-5 worksheet and rename it Ex-6
2. Use the Chart Wizard to create a two pie charts (i) showing the breakdown of wine sales in 1999 by type of wine, and (ii) showing the breakdown of wine sales in 1999 by quarter (see below if you need help in creating a pie chart);
3. To create the first pie chart select cells B4:B7 (containing the types of wine) and whilst holding the control key down select cells G4:G7 (the sales data for each type of wine);

	A	B	C	D	E	F	G	H
1		Bacchus Wines, Quarterly Wine Sales (1999)						
2		Wine	1999 Quarterly Sales (Cases)				Total	% Total
3			Q1	Q2	Q3	Q4	Sales	Sales
4		Red	300	350	325	550	1,525	29.2%
5		White	450	475	750	500	2,175	41.6%
6		Rose	200	175	225	250	850	16.3%
7		Sparkling	125	150	175	225	675	12.9%
8		Quarterly Total	1,075	1,150	1,475	1,525	5,225	100.0%
9		% Total Sales	20.6%	22.0%	28.2%	29.2%	100%	

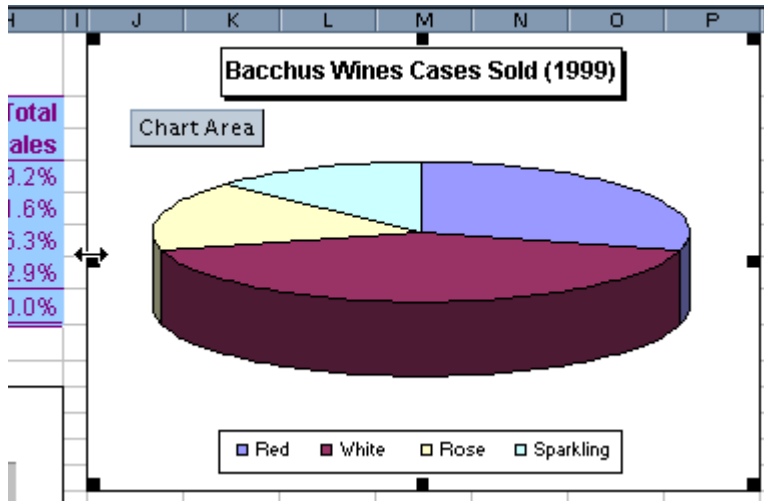
4. Select the ChartWizard button on the Standard Toolbar . Choose Pie as the Chart type and 3-D Pie as the Chart sub-type::



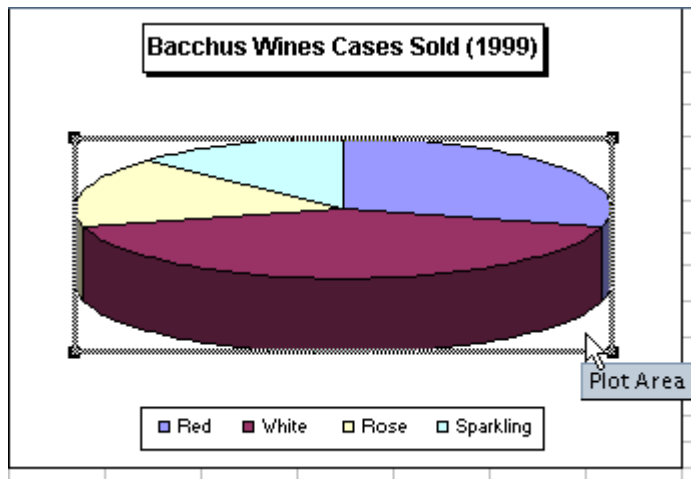
5. Follow the steps in the ChartWizard. Add a Chart Title:



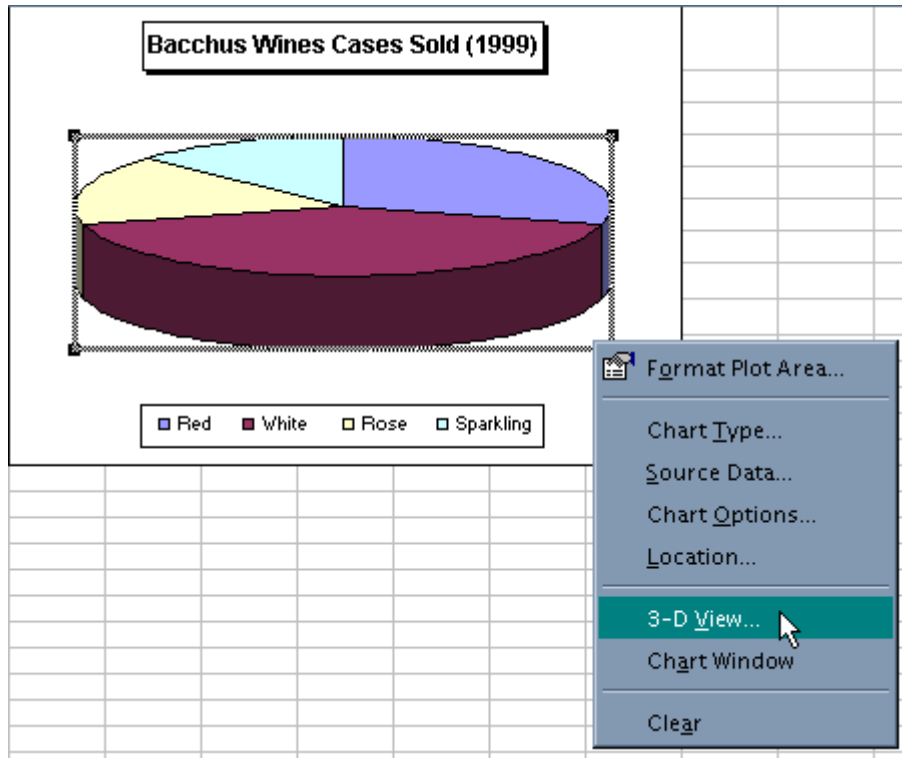
6. Insert the Chart in the active worksheet and drag it out so it is positioned next to the table:



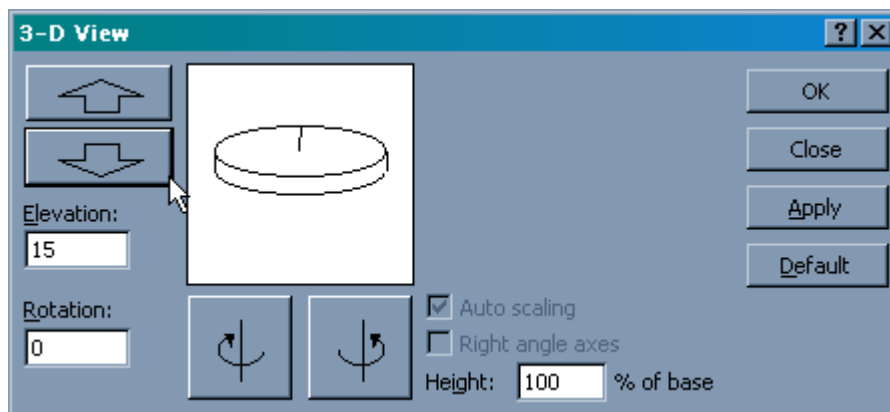
7. You can adjust the size of the plot area by clicking in the bottom right hand corner of the pie-chart and dragging out the black handles:



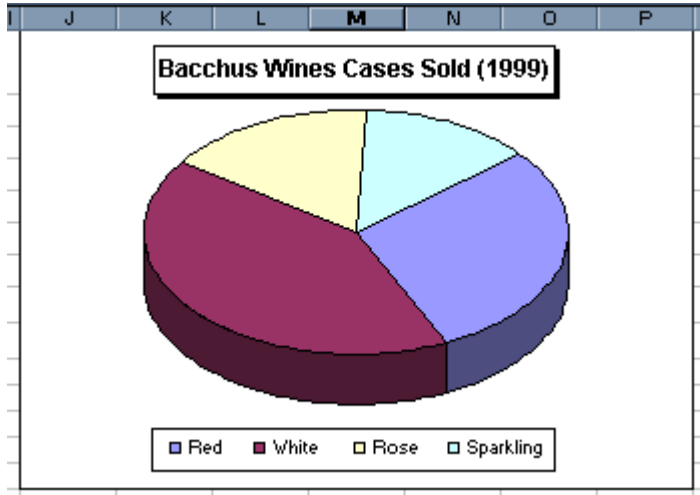
8. You can also adjust the 3-D view by right-clicking on the white background outside the Plot Area and selecting 3-D View... from the drop down menu:



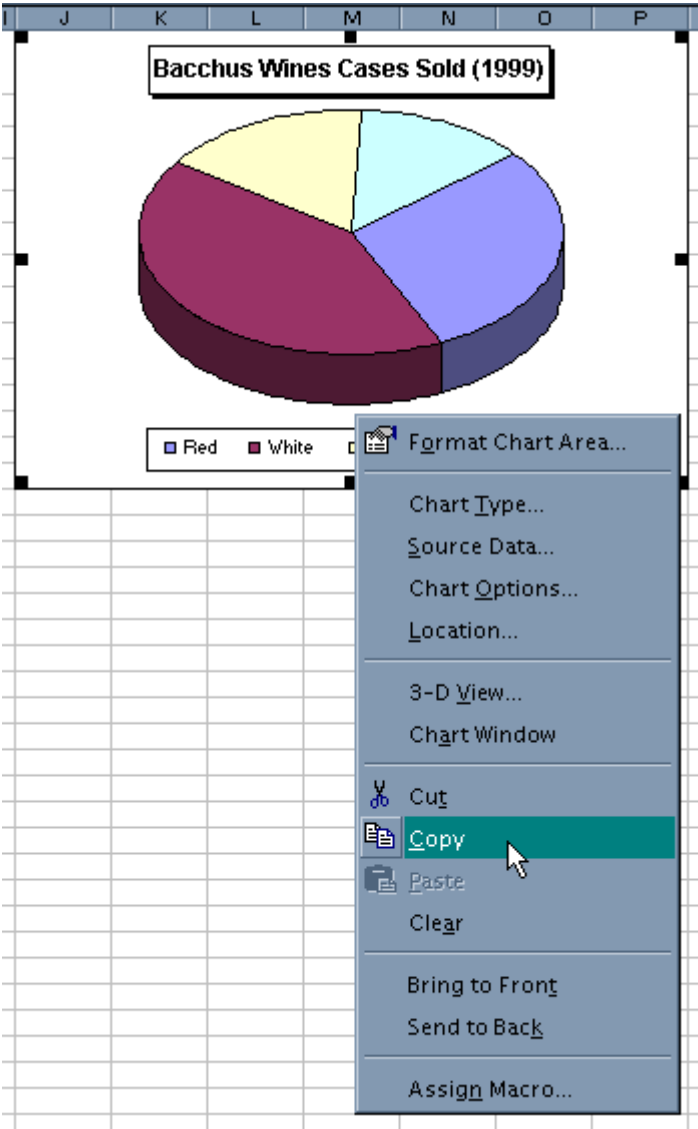
9. This enables you to change the Elevation and Rotation of the Pie:



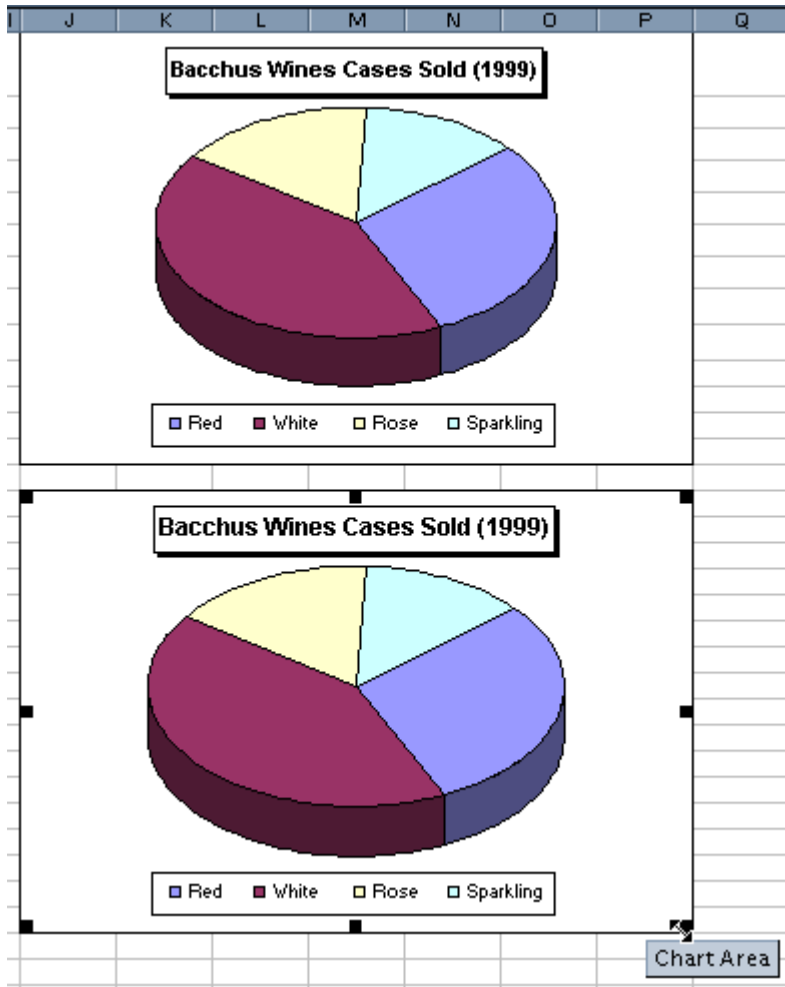
10. Adjust the controls until you are happy with the appearance of your Pie chart. Which should look something like that shown below:



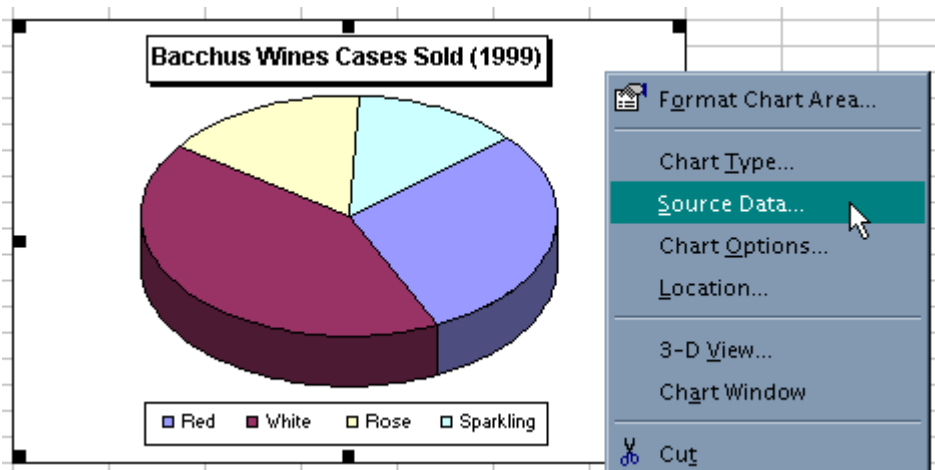
11. Having gone to the trouble of formatting the first pie chart, the easiest way to add a second chart is to make a copy of the first chart and then edit the chart's data series. To do this right-click on the background of the pie-chart and select copy from the drop-down menu:



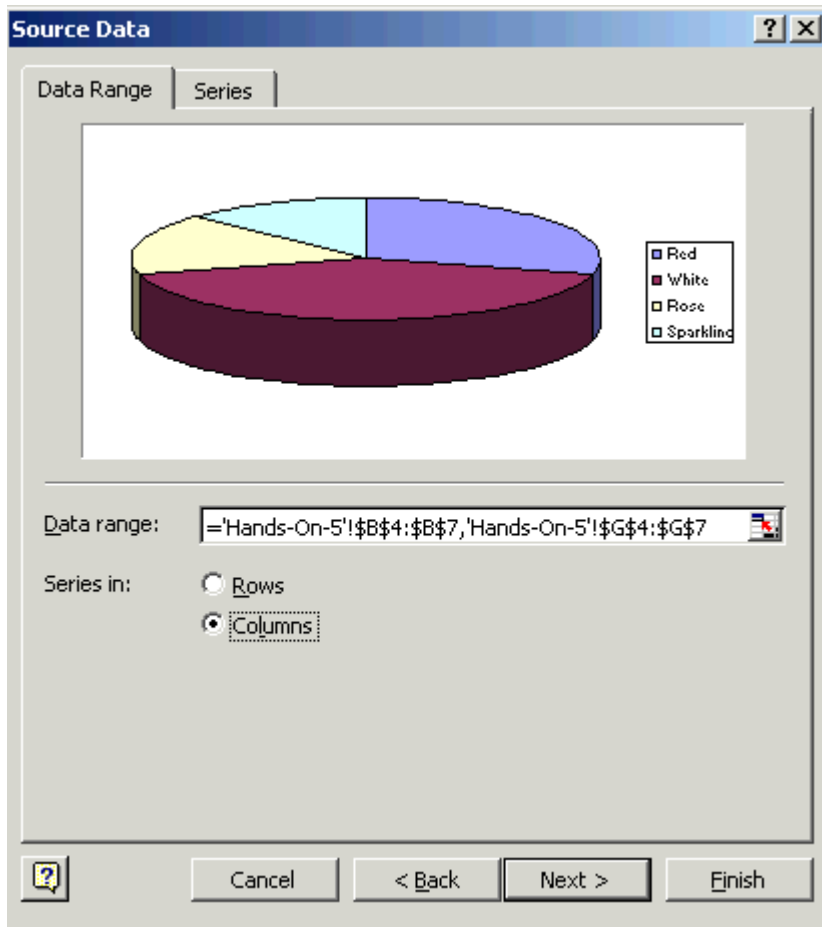
12. Position the cursor in the cell one row below the first pie chart. Right-click and select Paste. Drag out the chart so it is the same dimensions as the original chart:



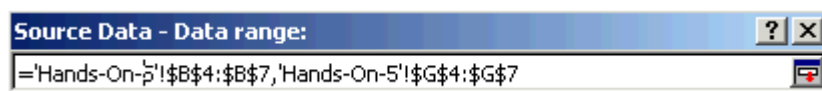
13. To change the data that is plotted (we want the second pie chart to show the breakdown of wine sales by quarter) right-click on the second pie and select **S**ource Data... from the drop-down menu: (Note: This time it will not matter whether you click on the background or the Plot Area).

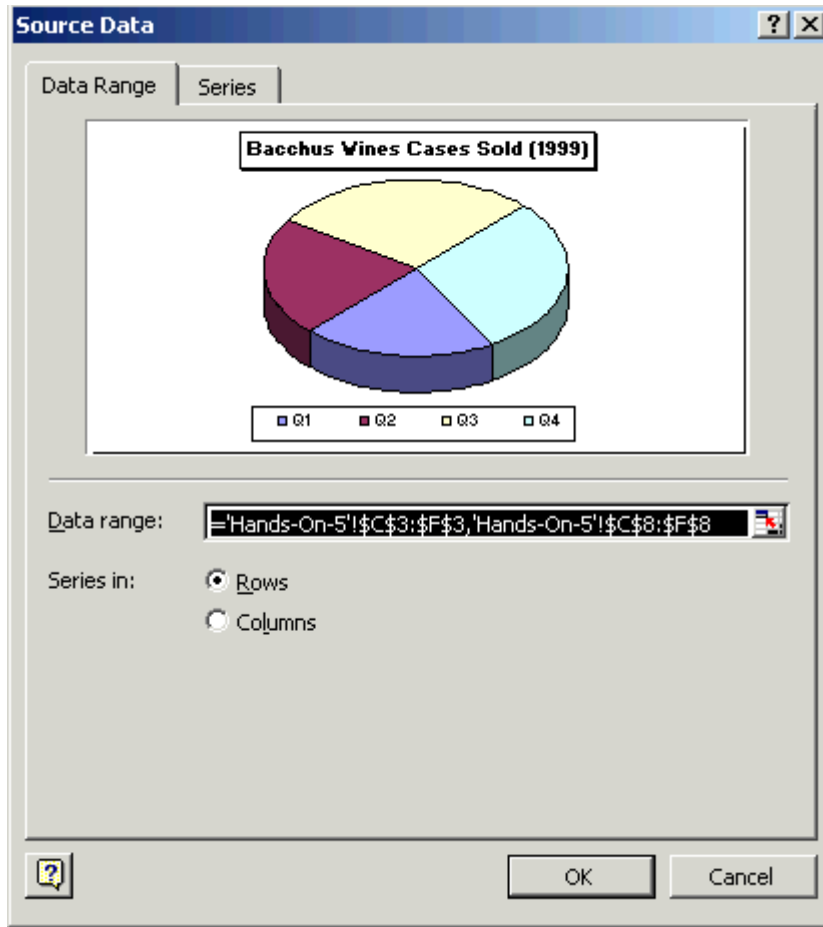


14. Click on the Data Range icon:

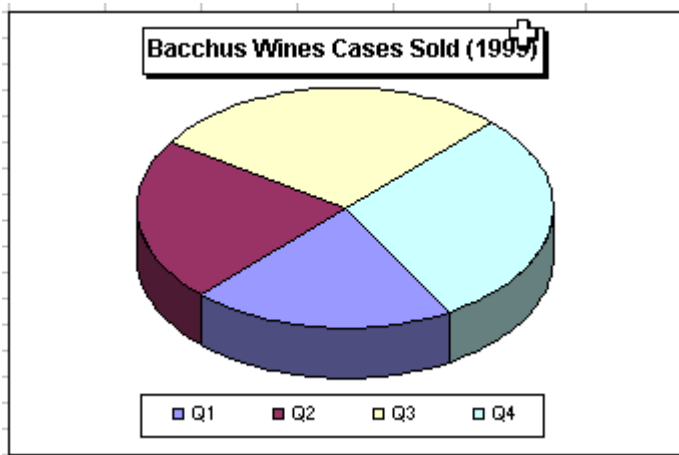


15. Change the source data that is used to plot the chart:





16. If you have correctly edited the Data range, your second pie should now look something like that shown below:



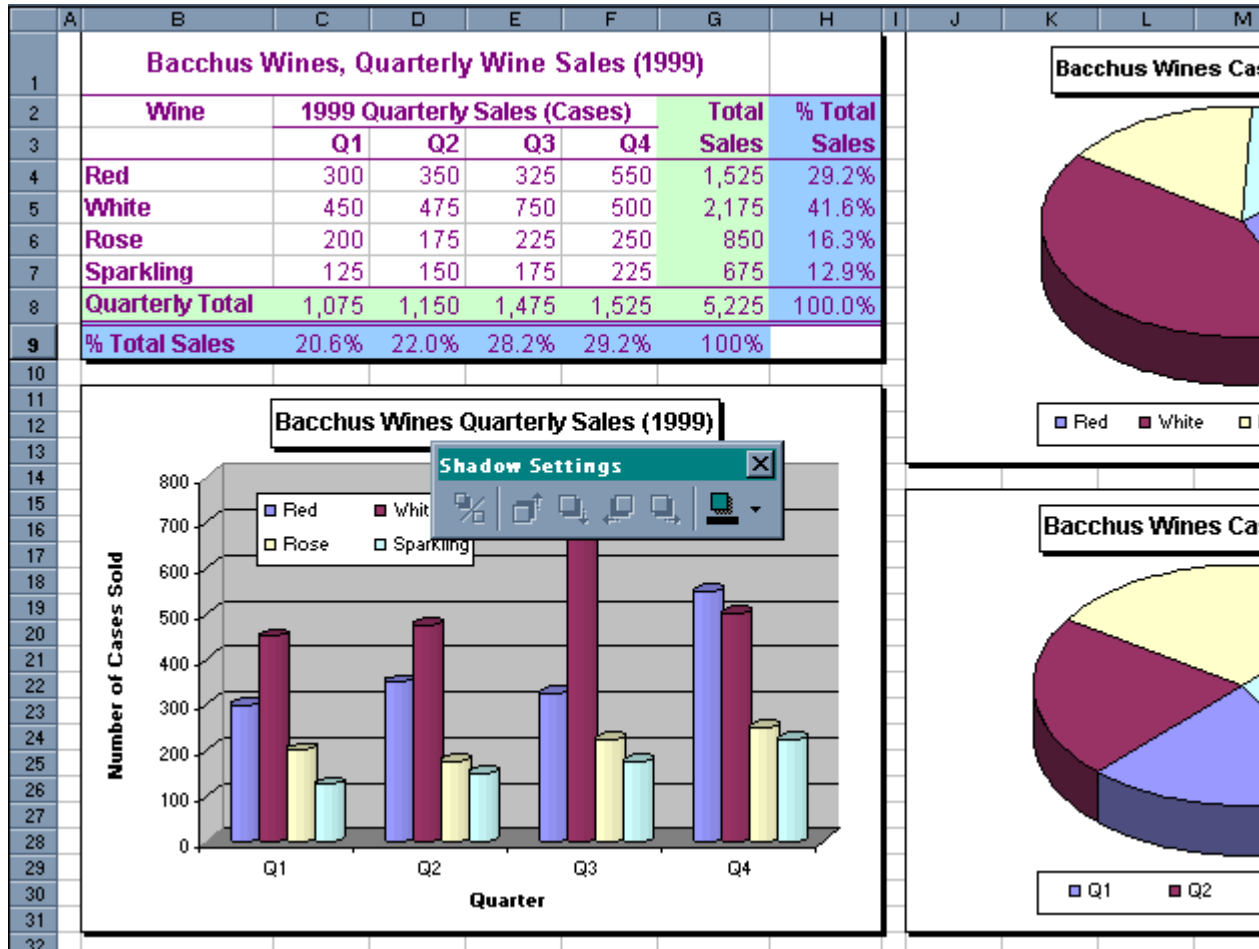
17. Rearrange and reposition the three charts so that they 'fit' around the original table. Add shadows to the charts and table. To add a shadow to a chart, right-click on the chart area and select Format Chart Area from the drop-down list. Check the box that says Add Shadow. To add a shadow around the table, select cells B1:H9 and then click on the Drawing Button on the Standard Toolbar. Click on the Shadow button and

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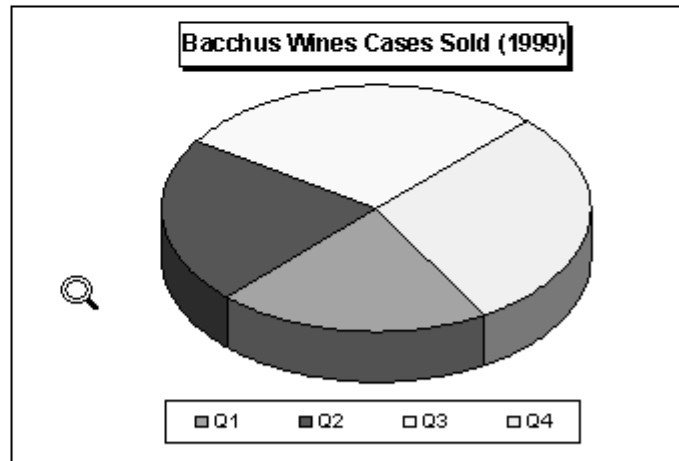
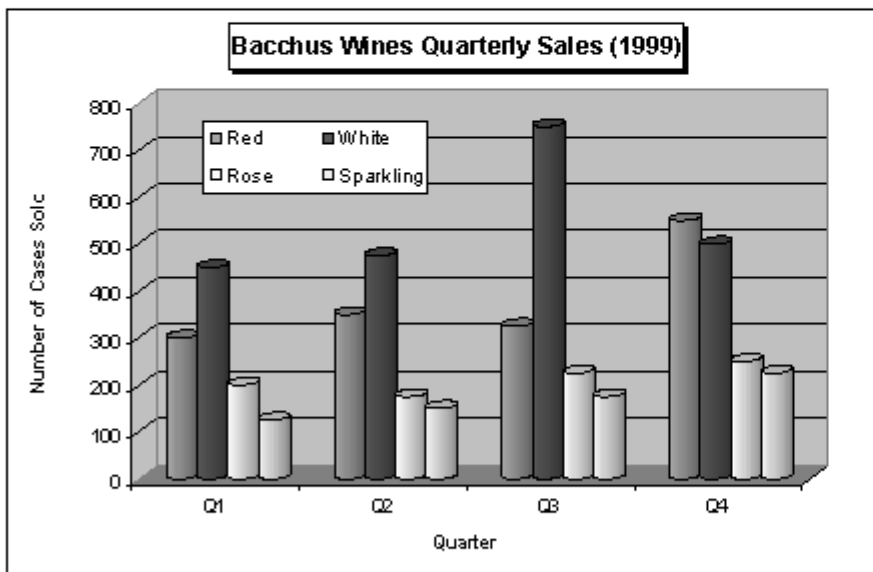
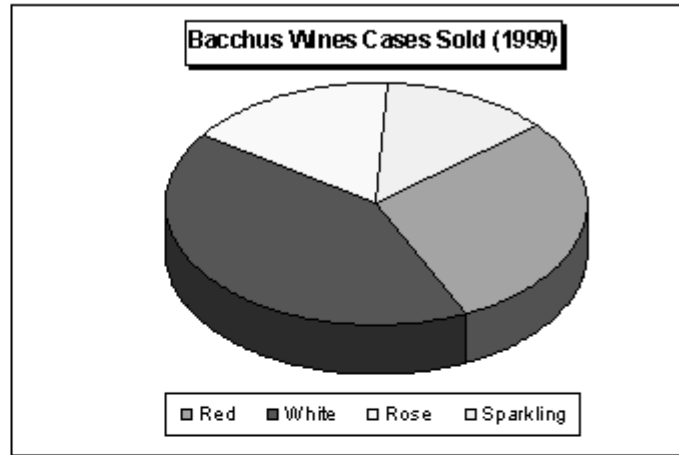
choose a shadow style. Your final worksheet should look something like that shown below:



18. Add headers and footers to document your worksheet. Set the Print Area to include the table and three charts. Use Print Preview to make sure the worksheet will be printed out on a single page. If not use Page Setup to adjust how the page will be printed. Use the Margin option to alter the Page Layout so that your work is centred on the page and will be printed on a single side of A4.

19. Your final Print Preview should look something like this:

Bacchus Wines, Quarterly Wine Sales (1999)						
Wine	1999 Quarterly Sales (Cases)				Total Sales	% Total Sales
	Q1	Q2	Q3	Q4		
Red	300	350	325	550	1,525	29.2%
White	450	475	750	500	2,175	41.6%
Rose	200	175	225	250	850	16.3%
Sparkling	125	150	175	225	675	12.9%
Quarterly Total	1,075	1,150	1,475	1,525	5,225	100.0%
% Total Sales	20.6%	22.0%	28.2%	29.2%	100%	



20. When you are happy with its appearance save your work and finally print it out.