

## Pie Chart EXCEL Step by Step

### Constructing a Pie Chart

Data for the Pie Chart:

Shift	Frequency
Day	2594
Evening	2800
Night	2436

To make a pie chart:

1. Enter the shifts into column A of a new worksheet (Sheet 2)
2. Enter the frequencies corresponding to each shift in column B.
3. Highlight the data in columns A and B and select Insert from the toolbar; then select the Pie Chart symbol from the Chart ribbon and Click on 2-D Pie.
4. Click on any region of the chart. Click on the + and Check the Data Labels box. Click on ► and check the Percentage box under Label Options.
5. To change the title of the chart, click on the current title of the chart. With the text box containing the title highlighted, type the new title, “Pie Chart”.
6. Click on any region of the chart. Click on the + and Check the Legends box. Click on ► and select right to place the legend to the right of the pie chart.
7. Your worksheet should look like the figure below. Save the file with the filename *yourlastnamePieChart.xlsx*

