



Module 28 : Pie Charts

28.1 Pie Charts

The Pie Chart Function allows you to present numerical data you have in a visual manner.

However, it is important to note that not all data is appropriate to present in a pie chart.

It is appropriate when:

- You only have one data series
- None of the values are negative
- You have only a few categories
- The categories, together, represent a total

To Create a Pie Chart:

Select the data you want to plot, together with headers.

On the Insert tab, in the group called Charts, click the pie charts drop-down list. Select the one you would like to use, and it should appear on your worksheet.

Click the plot area and options will appear on the header so you can edit design, layout and format.

28.2 Video Instruction

Pie Charts in Excel - 2m59s

28.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise Pie Charts in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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