

# Excel Pie Chart Workshop

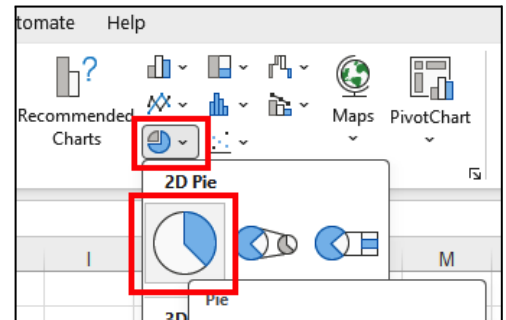
You can use spreadsheets to draw pie charts.

## Making a Pie Chart

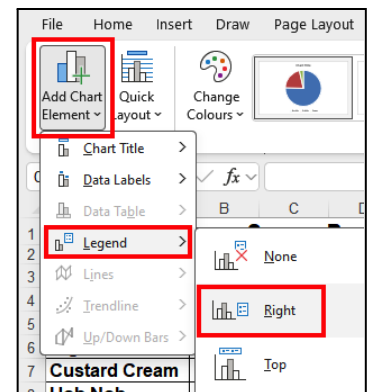
1. Open the **Biscuits Spreadsheet**
2. **Highlight** cells **A20 to B22** – the location of respondents section

18		
19	<b>Location of respondents</b>	
20	<b>Norfolk</b>	43
21	<b>Suffolk</b>	12
22	<b>Essex</b>	2
23		

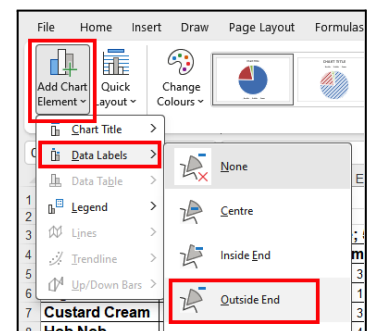
3. At the **top**, click **Insert**
4. Find the **pie chart symbol** on the ribbon and click it
5. Click the **first 2D pie chart** from the list of options  
This will create a pie chart
6. Click on the **Chart Title** and change it to say **Location of Respondents**



7. At the **top left**, click **Add Chart Element > Legend > Right**  
This moves the key to the right



8. At the **top left**, click **Add Chart Element > Data Labels > Outside End**  
This adds value to the sectors of the pie



9. At the **top right**, click **Move Chart > New Sheet > OK**

