How Can I Make a Pie Chart in Excel to Report Data?

Pie charts make an effective way to demonstrate impact and they are very easy to make. Use the following quick steps to generate a pie chart.

1. Open an Excel spreadsheet (it has numbers down the left side and letters across the top of the spreadsheet).
2. Enter the data into Excel cells in two columns.
    Column A is the name of *each part* of the variable for recycling techniques. Example:
    *   line1 - separate newsprint, line 2 - separate plastic drink containers, line 3 - separate corrugated boxes, line 4 - separate tin cans.
    *   Column B contains the appropriate percentages (%) for each part (they should sum to 100%).
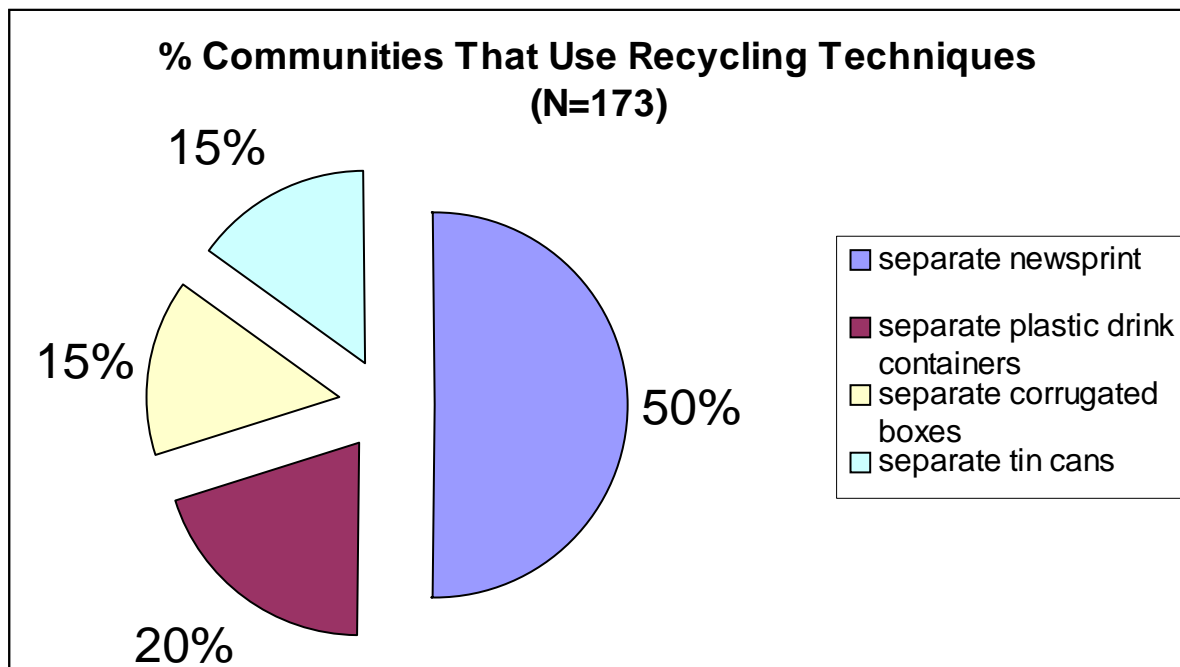
Example:

Column A	Column B
Separate newsprint	**50%**
Separate plastic drink containers	**20%**
Separate corrugated boxes	**15%**
Separate tin cans	**15%**

3. Highlight the cells containing the information with the mouse by clicking and dragging over the cells.
4. Under *Insert* in the Menu Bar, select chart. You may also click on the "Graph" icon in the Tool Bar.
5. The *Chart Wizard - Step 1 of 4 - Chart Type* dialog window appears:
    In the Standard Types dialog box:
    *   select "Pie"
    *   select whichever chart sub type you prefer
    *   click the "Next" button at the bottom of the window
6. The *Chart Wizard - Step 2 of 4 - Chart Source Data* dialog window is next. In the Data Range dialog box you will see a formula discussing the Data Range. Just click "Next."
7. The *Chart Wizard - Step 3 of 4 - Chart Options* dialog window is next:
    *   In the Titles dialog box, enter the title of your chart.
    *   Click the Legend dialog box. Choose where you want the legend to appear, i.e., bottom, corner, top, right, left.
    *   In the Data Labels dialog box select "none," "show percent," "show label and percent," or select another choice(s).
    *   Click the "Next" button.

8. Finally, the *Chart Wizard - Step 4 of 4 - Chart Location* window appears.
   - If you select "As new sheet" the chart will appear on the entire page.
   - If you select "As object in" the chart will appear on the spread sheet which is easier to work with. Click "Finish."
9. The chart will appear in your spreadsheet. It can be copied and pasted into the program you want, for example, Microsoft Word.
   - Make all the font and text size changes in Excel if needed, by double clicking on the chart at this time and the Format Chart Area window appears.
   - Copy and paste into Microsoft Word by selecting the "Insert" in the Tool Bar and then select Picture (From File...). The chart can be cropped by clicking once on the chart and using the mouse, place the arrow cursor on one of the corner squares ( ) and click and drag the chart to a smaller or larger size. Hold down the Shift key while re-shaping the chart so it will size proportionately and will not appear distorted.

% Communities That Use Recycling Techniques (N=173)

- 15%
- 15%
- 20%
- 50%

Legend:
- separate newsprint
- separate plastic drink containers
- separate corrugated boxes
- separate tin cans