

# Sleepy Pie Chart

**Essential Learning Skills:** Creating a Pie Chart, comparing two groups of data, chart formats including labels, titles, legends, making more than one sheet, and moving charts on the spreadsheet.

## 1. Open a new Excel spreadsheet.

2. Ms. Avery recently polled all the students attending Truman Middle School. One of the questions she asked was, "Do you get enough sleep each night?" Create a data table in Excel with the following information:

Enough Sleep	Votes
Yes	175
No	325

## 3. Pie Chart

Choose a Pie Chart when you want to make comparisons based on parts of the whole.

- Select the spreadsheet data in your data table
- Click the **Insert** tab, go to the **Chart** group
- You can either select "Recommended Charts," or you can select Pie charts.
- Your Pie chart can be 2D or 3D, your preference.
- Don't forget to add a title. You can do that in either of the following ways:
  - When your chart is selected, you have "Chart Tools" on the Ribbon. You have two choices: Design and Format. To add elements like titles and labels, choose the Design tab. On the far left, you will see "Add Chart Elements." Click the down arrow to add the title.

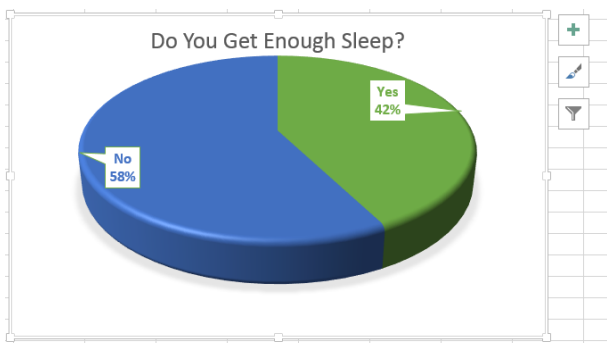
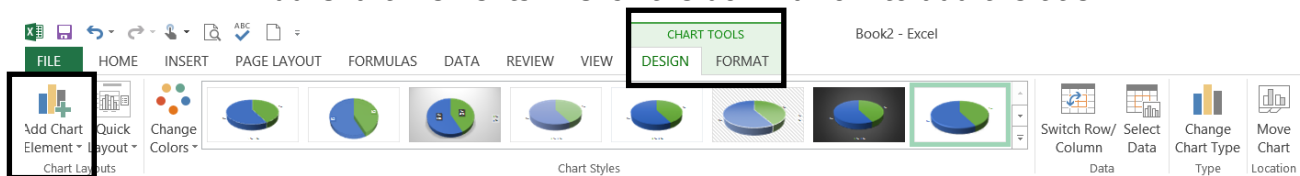
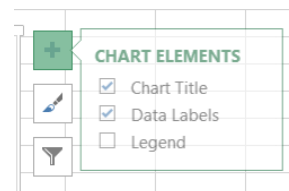


Chart Elements can also be found on the right side of your chart. Click the + sign and a drop down menu will appear:



Choose a layout that includes the percentages.

4. After finishing the last step, your chart should look something like the chart above.

5. Now it's time to move it to a new sheet. Label Sheet 1: Data and Sheet 2: Pie Chart. Change the colors of the sheet tabs. You may use any color you'd like for this.

6. Save this to your H: drive as Sleep Pie Chart.