

# How to make a pie chart in ms excel

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Pie charts are a visual way to show the audience the division of any variable in percentages. They are very useful in presentations and reports for clearance. In order to create a pie chart, first you need to install any version of Microsoft Excel on your computer. You will also be requiring a data series of any kind. Open up a new spreadsheet in Excel and insert the data you need to represent in the pie chart. Data should be entered column wise. The name of the data should be in one column and its relevant data in the next. Once you have the spread sheet complete, you are ready to make a pie chart in Excel.

### **Step 1:**

You need to select two columns that you need to represent against each other in the pie chart. For this, drag your mouse over the columns. You may also use your keyboard by moving on to the top left black and then pressing the SHIFT key. Then use the arrow keys to select the data till wherever you need it.

### **Step 2:**

In this step, you now need to select type of pie chart you need. For this, go to 'Insert' on the toolbar. Select the small arrow on the group named Pie in the Charts. A drop down menu will appear with many options. You can select from different options categorized under 2d and 3d pie charts.

**Step 3:**

You will now see that your pie chart is made where your data used to be. It is now time to customize it with the Chart Wizard. While previewing the pie chart, make sure that the cell range is correct.

**Step 4:**

In the wizard, press ' Next' to go to the ' Chart Options' screen tab. Here you can select a title for your pie chart via the ' Title' tab. You can also insert labels for your data by selecting the ' Data Labels' tab. You can change the colors of each triangular pie according to your taste.

**Step 5:**

Click on ' Finish' when you satisfied by the way your pie chart looks. You can change or edit any data by simply going back and selecting whatever you like better. You can even change the design look of the pie. The pie chart will now populate your spreadsheet and replace the data series and columns and rows.

**Step 6:**

Save your spread sheet in an easily accessible folder on your computer. You can even transfer the chart onto other applications like MS-Word and MS-Power point by going into ' Edit' in the toolbar and press ' Copy' when the pie chart is selected. Then go into MS-Word or Power point and paste it wherever you want. Some versions even allow you to customize the data of the pie while still in the other application.