COMPUTER TECHNOLOGY

EXCEL ASSIGNMENT 6

Create a Pie Chart on Chart Sheet

A chart sheet shows a chart by itself in a separate sheet. It is still linked to the data in a worksheet.

1. Create a new worksheet.
2. In Cell A1, type: **TOP FIVE POPULAR**
3. In Cell A2 type: **ICE CREAM FLAVORS**
4. In cell A3 type: **(In percent)**
5. In cell A5 type: **Flavor.** Format in any font, bold.
6. In cell B5 type: **%** . Format in any font, bold.
7. Beginning in Cell **A6 to A11** type the following:

Vanilla

Chocolate

Butter Pecan

Strawberry

Neapolitan

All other

1. Beginning in Cell B6 to B11 type the following:

29

8.9

5.3

5.3

4.2

47.3

9. Save the worksheet as **Excel Assignment 6.**

10. You will now create a Chart sheet

1. Select cells **A6 to B11.**
2. Press **F11**
3. A new sheet is inserted called **Chart 1**

11. Right click in the white area of the chart and a dialog box appears. Choose **Change Chart Type**

12. Choose **Pie** from the chart list and select the first pie chart.

13. Click OK and your chart is now a pie shape.

14. In the top formatting bar, choose Chart design.

1. Click on the first chart design box. You now have labels and a place to add a title.
2. Double click on the title box and type: **Top Five Ice Cream Flavors**
3. Click on the **layout** tab under chart tools (on the top formatting bar)
4. Choose **Show legend at the bottom.**
5. Click the **data label** tab. Scroll to **More data label options,** and click on percentage and close.
6. Click in the title box are to the right of **Flavors.**
7. Press Enter and type **By: (your name)**
8. Click outside the title box and re save the chart.

15. Hand in according to instructions.