

Microsoft Excel

Creating a Pie Chart on a Picture

Name _____ Date _____

1. In order to create a pie chart on a picture, you need to first find the picture you want to use. Click on the Internet Explorer icon.



2. When the browser launches, type

<http://www.google.com/images> into the address bar.



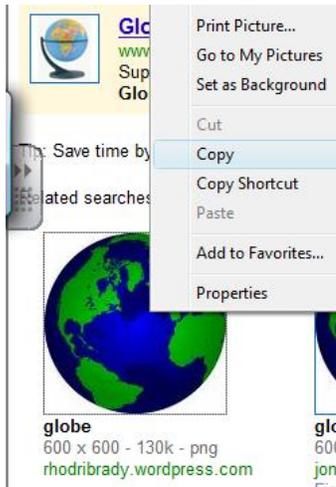
3. You are going to use a picture of a globe for this activity. When the screen loads, type “globe” into the search box.



Then choose “Search Images.”

4. Choose the first picture of the globe.

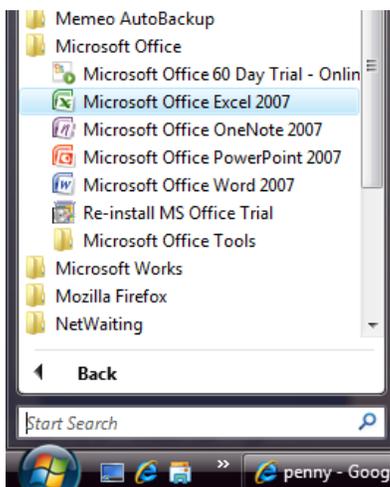
5. Right click on the globe and choose copy from the drop down menu.



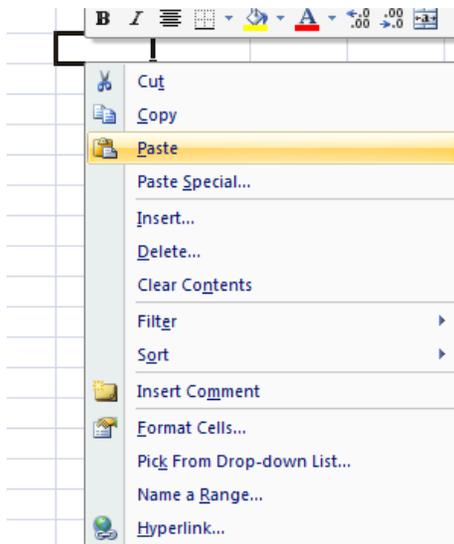
6. Open Microsoft Excel by clicking on your start menu on the bottom left of your screen.



7. Choose "All Programs" from the menu. Now choose the Microsoft Office folder and open Microsoft Office Excel 2007.

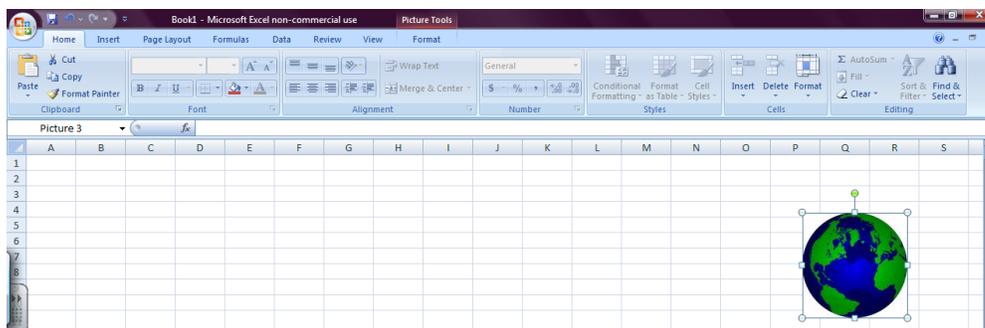


8. Since you have already copied your picture of the globe, right click on any empty cell and choose paste.



Congratulations! You have successfully copied your picture of the globe off of the internet and into Microsoft Excel!

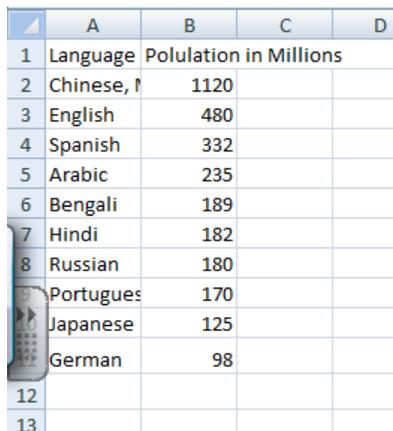
9. The next step is to create the pie chart. For your convenience, click on the picture of the globe and drag it over to the right hand side of your screen so that it is not in the way of the pie chart you will make.



10. The pie chart you will create represents the number of people in millions who speak certain languages throughout the world. Copy the following information into the corresponding cells:

	A	B
1	Language	Population in Millions
2	Chinese, Mandarin	1120
3	English	480
4	Spanish	332
5	Arabic	235
6	Bengali	189
7	Hindi	182
8	Russian	180
9	Portuguese	170
10	Japanese	125
11	German	98

Your spreadsheet should look like this:



	A	B	C	D
1	Language	Population in Millions		
2	Chinese, Mandarin	1120		
3	English	480		
4	Spanish	332		
5	Arabic	235		
6	Bengali	189		
7	Hindi	182		
8	Russian	180		
9	Portuguese	170		
10	Japanese	125		
11	German	98		
12				
13				

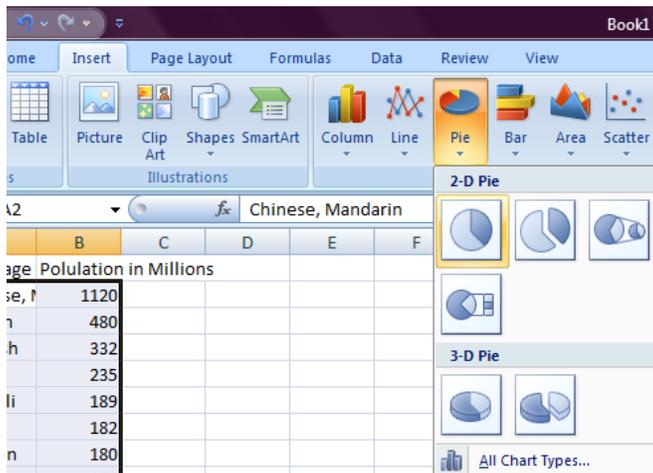
11. Highlight rows 2 through 11 for both columns.

	A	B	C
1	Language	Population in Millions	
2	Chinese, Mandarin	1120	
3	English	480	
4	Spanish	332	
5	Arabic	235	
6	Bengali	189	
7	Hindi	182	
8	Russian	180	
9	Portuguese	170	
10	Japanese	125	
11	German	98	
12			

12. Choose the Insert tab at the top of the screen and choose

Pie. From that drop down menu, choose the first option under 2-D

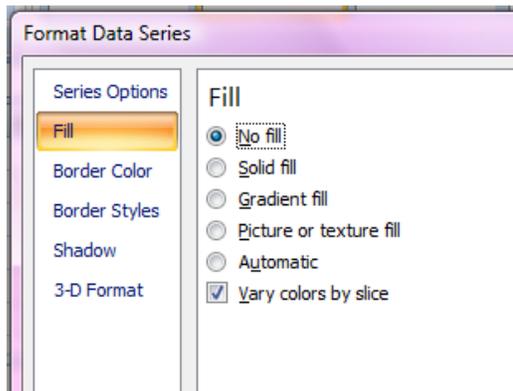
Pie.



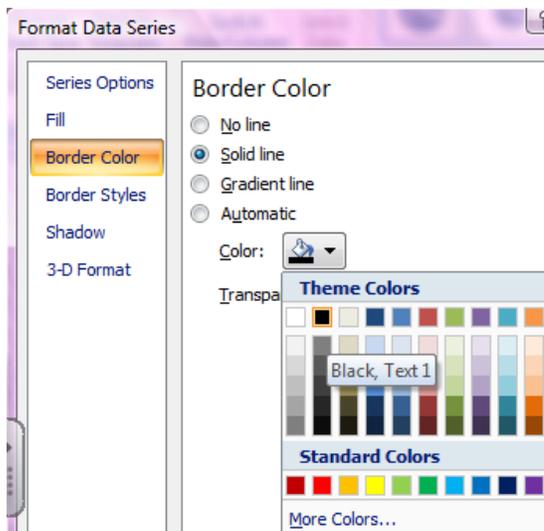
Congratulations! You have just made a pie chart for the information you entered!

13. Click on the pie chart and press CTRL + 1. This will bring up the Format Data Series box.

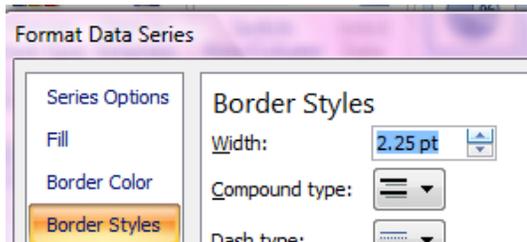
14. From the menu on the left hand side, choose Fill. Select No Fill from the checklist on the right hand side. This will make the pie graph transparent.



15. Choose the Border Color tab from the left hand side and choose Solid Line. Change the color to Black.

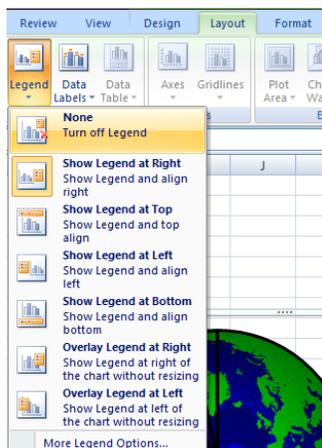


16. Choose the Border Styles tab from the left hand side and change the width of the line to 2.25 pt. Click close at the bottom of the box.

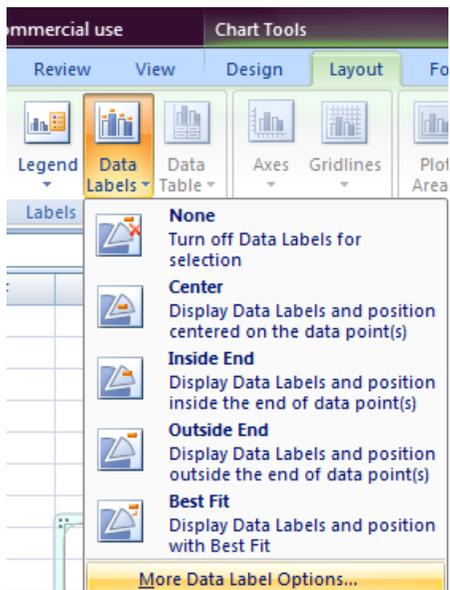


17. Click on the white space outside of the pie chart. Use the CTRL + 1 feature again to change to No Fill. This will make the background transparent too.

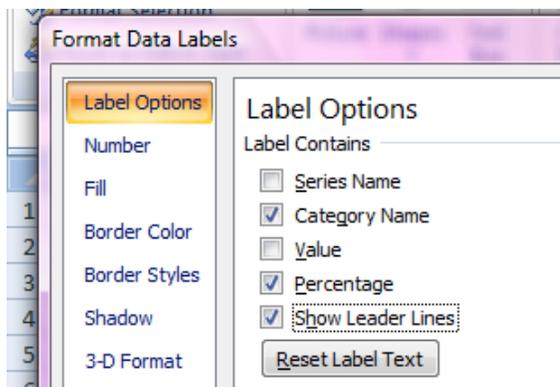
18. Now you will make the labels appear by their pie slice instead of them all listed on the right hand side. To do this, click on the labels. Click on the Layout tab from the tool bar at the top of the page. Choose Legend, then None.



19. Still in the Layout tab, choose Data Labels, then More Data Label Options.



20. Under the Label Options Tab on the left hand side, check the boxes for Category Name, Percentage, and Show Leader Lines. Click close at the bottom of the box.



21. Take the picture of the globe that you pasted into this spreadsheet and make it larger or smaller to fit inside of your pie

chart. Drag the picture of the globe into the pie chart and resize the picture so that the sections of the pie chart are dividing up the globe.

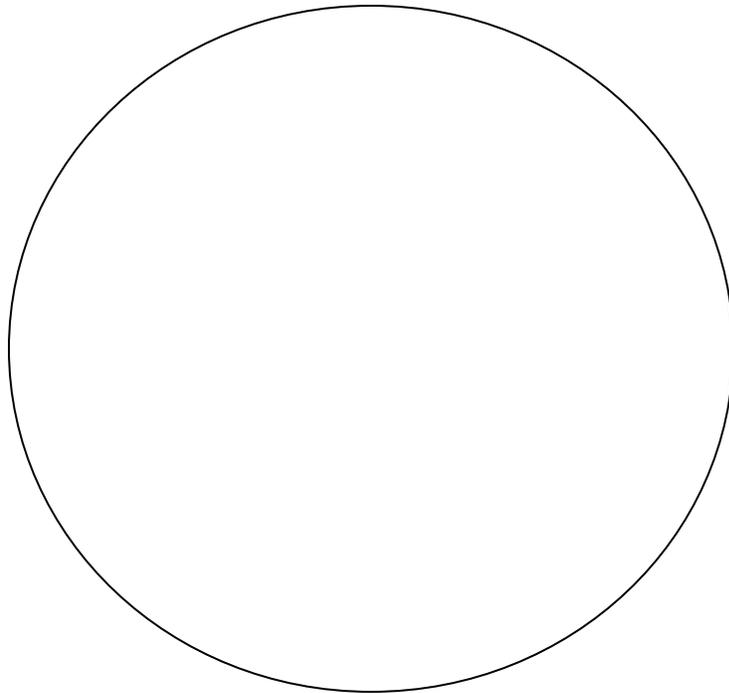
22. If the labels of the pie chart are on top of the picture and you can't read them, drag the label off of the picture. It will make a line to that piece instead.

Congratulations! You have just made your pie chart on a picture!

23. Now you have the completed graph and can answer the following questions:
- a. What percentage of people in the world speaks English?
 - b. What percentage speaks Hindi?
 - c. What percentage speaks Japanese?
 - d. What language do most people speak?

e. What language does the least amount of people speak?

f. Draw your pie chart below:



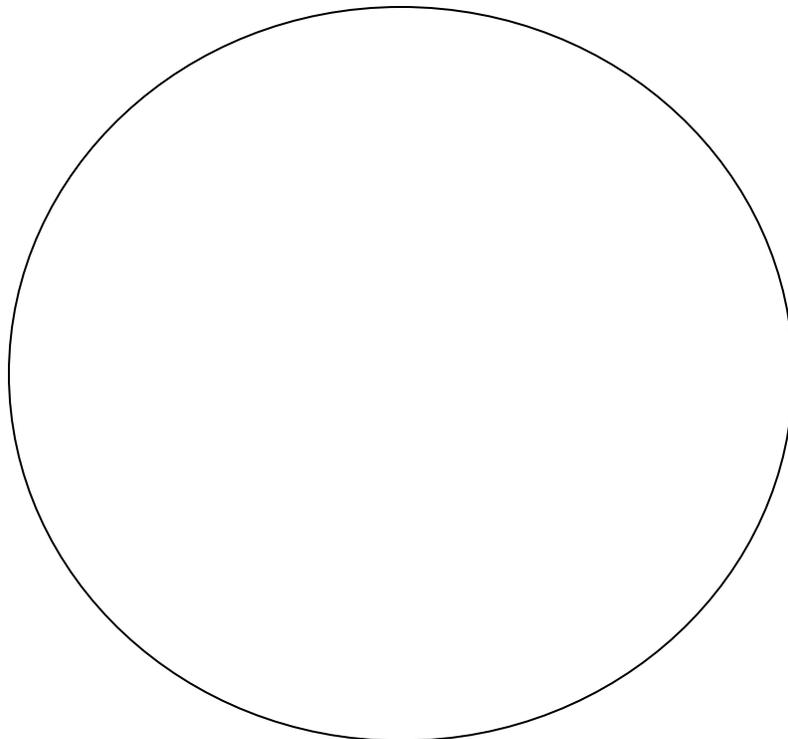
Try it yourself!

Make a pie chart on a picture just like above.

Larry Bird was a famous basketball player. He played from 1979 to 1992 for the Boston Celtics. Use the following information to create a pie chart on a picture of a basketball.

Season:	# of Points Scored
1979-1980	1745
1980-1981	1741
1981-1982	1761
1982-1983	1867
1983-1984	1908
1984-1985	2295
1985-1986	2115
1986-1987	2076
1987-1988	2275
1988-1989	116
1989-1990	1820
1990-1991	1164
1991-1992	908

When you are finished creating your pie chart, draw it below including the labels.



Answer the following questions using your pie chart:

- a. In what season did Larry Bird score the most points?

- b. In what season did he score the least amount of points?

- c. What percent of his career points came from the 1983 season?

- d. What percent of his career points came from the 1980 season?

Created by: Edith Franks