

EXCEL PRACTICE #6: Skittles

Charts: Pie Chart



New Skills:

- ◆ Insert a Pie Chart
- ◆ Format Pie Pieces
- ◆ Position a Chart in a Worksheet
- ◆ Change the Size of a Chart
- ◆ Format the Legend
- ◆ Format the Chart Background

1. Open your Excel Practice workbook.
2. Rename Sheet 6 **Skittles**. Give the tab a color.
3. Select A1:B8
4. Insert a 2-D pie chart (Insert>Charts>2D Pie)
5. Move the chart
6. Resize the chart (Select chart>Sizing Handles)
7. Move the legend to the right side of the chart. (Select the chart>Chart Tools>Design>Chart Layouts>Add Chart Element>Legend>Right)
8. Format Pie Pieces: Change the colors of each pie to correspond with the color of the Skittle (Purple = Purple). Double-Click the pie piece and change the fill color.
9. Apply an outline border in the color of your choice. (Select the chart>Chart Tools>Format>Shape Styles>Outline)
10. Change the background color of the chart. (Select the chart>Chart Tools>Format>Shape Styles>Fill Color)
11. Save

