

Make a Pie Chart

1. Here are instructions for making your budget into a pie chart, like the one on the handout **Monthly Budgets**. The version of Microsoft Excel that you use may be different to the one used to write these instructions, so ask your instructor for help.

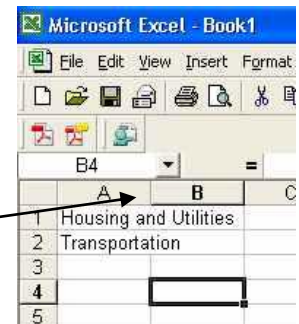
2. Open a new Microsoft Excel file.



3. Take a good look at the page, called a spreadsheet. It is divided into rows, labelled with numbers, and columns, labelled with capital letters. Each box is called a cell and is named by its row and column (e.g. A3, or B7)

4. List all your budget categories in Column A, putting each one in a separate cell. Do not include any that have zero amounts. Do not include your total monthly income. You can make the column wider by dragging between the A and B.

Point the mouse here and drag to the right.



5. Fill in the money amounts in Column B.

6. Select all the cells starting with A1, down to B7, or whatever is your last filled-in cell on the bottom right.

7. Click on the Chart Wizard icon. It looks like a bar graph.



8. Click on the chart type **Pie**. Choose the first sub-type.
9. Click the **Next** button. You will see your pie chart.
10. Click 'Next' again, then click **Data Labels**.
11. Choose **Show label and percent**.
12. Click **Next**, then **Finish**.
13. You will now have to work a bit on your chart to make it look good. You can re-size the whole chart by dragging on the corners. You can click on a label to select it, and then drag the box around so that everything fits together well.
14. Decide if you will show your chart using the monitor (in living colour!) or if you will print it out.

