Charting functions

You will be creating a pie chart in your Excel project. It is quite easy to do so when using the ribbon in the Excel program (Insert – then choose Pie for the format). Let's say your spreadsheet contains the following information:

ITEM	MONTHLY BUDGET
RENT	$1,000.00
INSURANCE	$200.00
GROCERIES	$600.00
SCHOOL	$50.00
UTLITIES	$300.00
PHONES	$80.00
CAR	$150.00

You would highlight all the cells you want to include (be sure to put in the labels at the top and left, as well). Then Insert/Pie
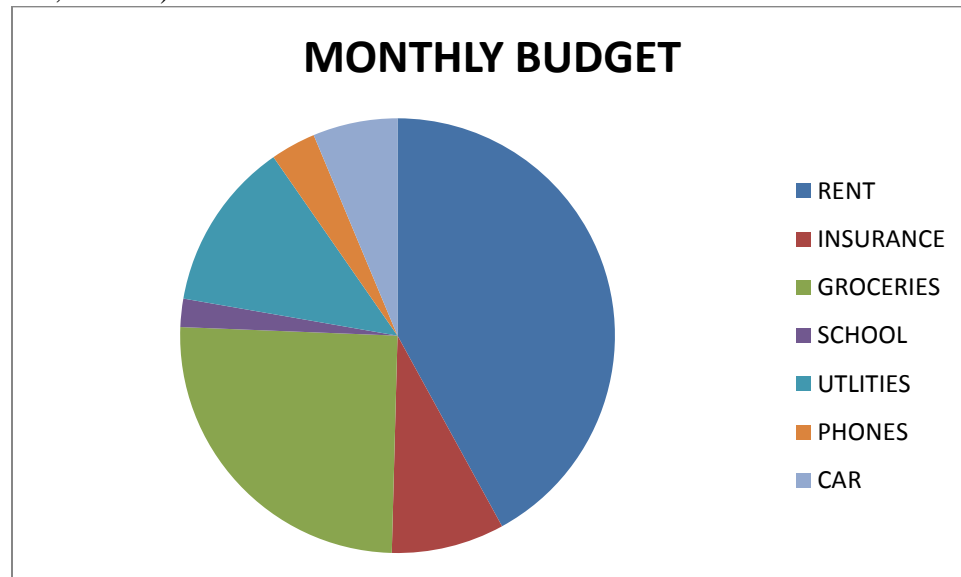
The nice thing about the result is that it INCLUDES the chart title and the legend that color-matches the chart.

But let's say you forgot to include something or you want to add something else to the chart.

1. To change the background color of the chart, RIGHT-click in the white area of the background, and choose Format Chart Area form the option list that is present. Now you can make changes to the border, the background color, etc.
2. If you want to change something on the pie itself, RIGHT-click somewhere in the pie and then look at the options available.
3. If you want to change something in the legend, RIGHT-click somewhere in the list of items in the legend and then look at the options available.