

Activity 3 : Getting Fancy with Pie Charts

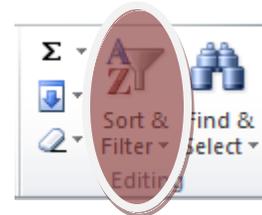
Essential Learning Skills: creating a Pie Chart, comparing two groups of data, chart formats including labels, titles, legends, moving charts on the spreadsheet, sorting data, creating a footer, and setting up portrait format.

1. Open a new Spreadsheet file.
2. Ms. Parry recently surveyed the 30 students in her 8th period computer class. She asked the students, "What color eyes do you have?" Type these responses into a spreadsheet file.

A	B	C
	Responses	
Blue	8	
Brown	14	
Gray	3	
Green	2	
Hazel	3	

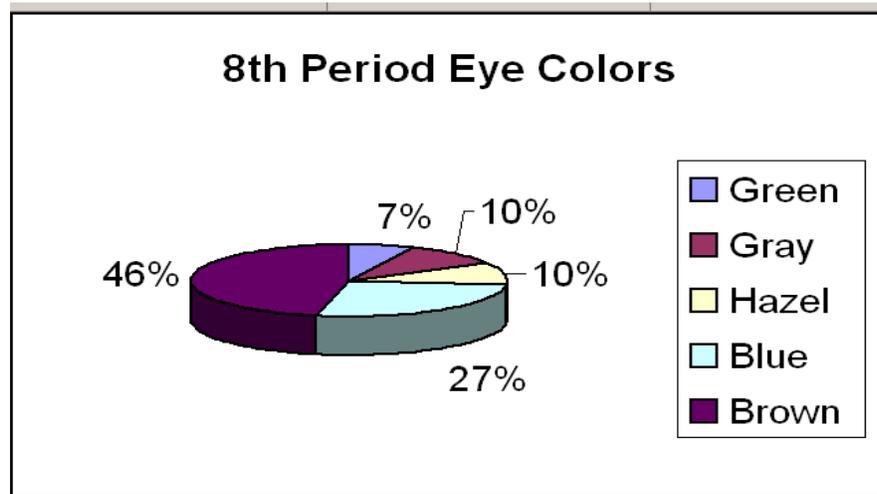


3. Widen any columns that need to be widened.
4. Center-align the contents of column B.
5. Sorting the Spreadsheet data.
Spreadsheet programs allow you to sort data alphabetically and numerically. When sorting spreadsheet data, it is crucial to select all of the information that is associated with the data to be sorted. Otherwise, while some of the data may be rearranged, other data will stay in its original location, this is problematic.
6. **Click** and **Drag** to select cells A2 through B6. **DO NOT** include cells A1 and B1 in the group of selected cells because there is no need to sort labels.



7. Go to **HOME tab** on the regular toolbar and select **SORT**.
8. A **Sort** window appears. Short the information so that it appears in **reverse alphabetical order** – can you figure it out?
 - Note that the number of students with each eye color is the same in both versions of the spreadsheet. Only the order in which they are listed has changed.
9. Making the Pie Chart
 - Select cells A1 through B6.

- Click the **Insert** menu in the Standard Toolbar – just like the other 2 activities.
- Choose **Pie chart** option.
- Add a title, check the **percents** in the data labels, and customize to your liking.
- Your chart should look something like this



10. Finishing

- In the footer, type *Activity 3*, press enter and type *your name*.
- Don't forget to print preview to double check that your chart is just the way you want it.
- Go to **File** and select **Save**. Name the file **SS Act 3**
- Just like the other assignments be sure to save them in the now growing Excel folder you've created in your personal drive.