Tips for Graphing in Excel 2007

How to Make a Pie Chart:

- Highlight the data that you want graphed.

- Click on the Insert tab in the toolbar at the top of the screen.

- Select Pie and the 2-D Pie sub-type (the first option).

- This will create a basic pie chart of your data. For most cases, you will need to adjust and format the chart.

- Give your graph a title, if necessary, by selecting Chart Title under the Layout tab.

- Make sure you have a legend if your graph needs it. Do this by clicking on Legend under the Layout tab.

- Play around with the options under Data Labels (More Data Labels Options), on the Layout tab, to see what they do – you might consider having the percents and categories show on the pie chart (then reevaluate whether you need a legend).

*Note: Keep in mind that if you will be printing this graph in black and white, you will need to change the color of your pie pieces to distinguish them. To do this, click on the Design tab. You should see several options for colors, including one for shades of gray.

**Note: If your data are not yet in categories, you can follow the steps below to make bins (intervals), then continue with the steps above.

- Determine your bin widths and type them into a column. The bin numbers that you enter are the *upper limits* of the range for each bin.

- Click on the Data tab at the top, select Data Analysis (at the far right). If you don't have Data Analysis, see ***Note below.

- Choose Histogram; click OK.

- For Input Range, highlight the cells (including the title/label) that you want graphed.

- For Bin Range, highlight the cells where you typed in your bin widths (including title).

- Check the box for Labels if you have them.

- Click Output Range and make sure the cursor is in the Output Range box, then highlight the cell where you want the frequency table to go. Click OK.

- Type category names (if you want them) and the frequencies for each of those categories (from the frequency distribution you just created) somewhere on your spreadsheet.

- Highlight the cells you just typed in (category names and frequencies) and continue with the instructions for graphing.

***Note: If you don't have Data Analysis on the Data tab, you need to add it. Click on the Office button (upper left corner) and choose Excel Options. Select Add-Ins on the left side and click Go (not OK). Check Analysis ToolPak, then click OK. You should now see Data Analysis on the Data tab (far right side).