

How to create a pie chart in Excel

1. Create an excel file and name it 'Pie chart to show weather'
2. Save your work in **your** folder as 'Pie chart to show weather'
3. Create a frequency table to show the data you want
4. Select (highlight) all of the table (including the headings)
5. Click 'Insert' from the toolbar at the top of the page
6. Click 'Pie' and click the first chart from the menu that drops down
7. Give the pie chart a title

Note: these instructions only work with a particular version of Microsoft Office.