

How to construct pie chart:

Step 1

Open the excel file you created titled your lastname.firstname.softdrinks.xlsx

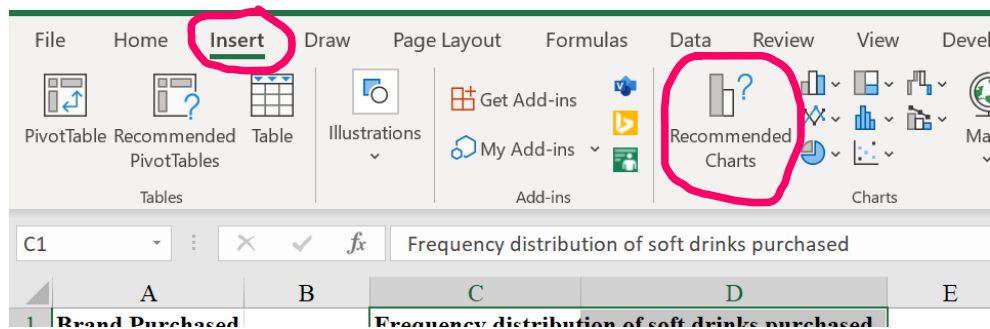
Step2

Select cells C2 to D7 as shown below.

C	D	E
Frequency distribution of soft drinks purchased		
Brand Purchased	Frequency	
Coca-Cola	19	
Diet Coke	8	
Pepsi	13	
Dr. Pepper	5	
Sprite	5	

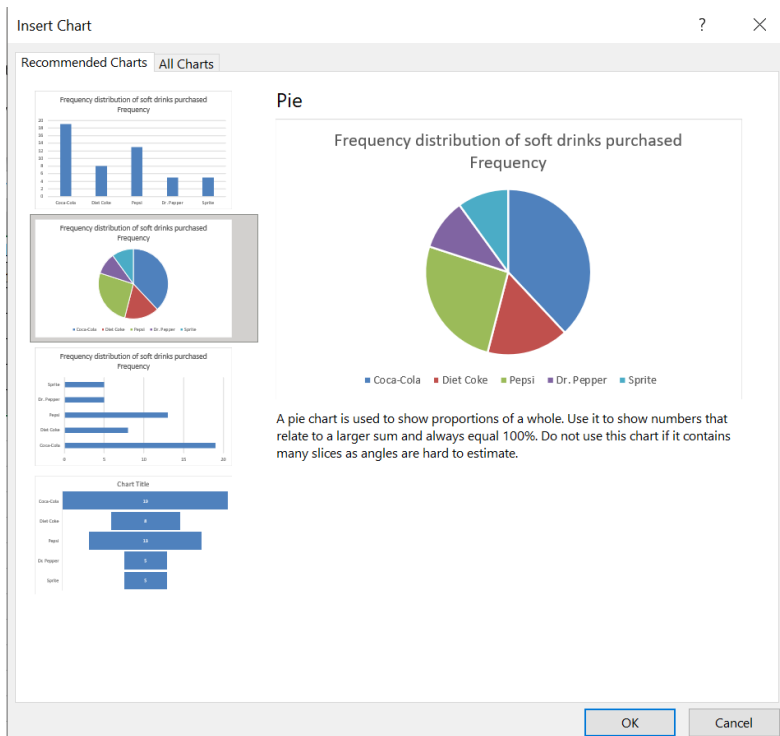
Step 3:

Click on **Insert** and **Recommended charts**.



Step 4:


Click on the second chart on the left to create a pie chart and select OK



Step 5:

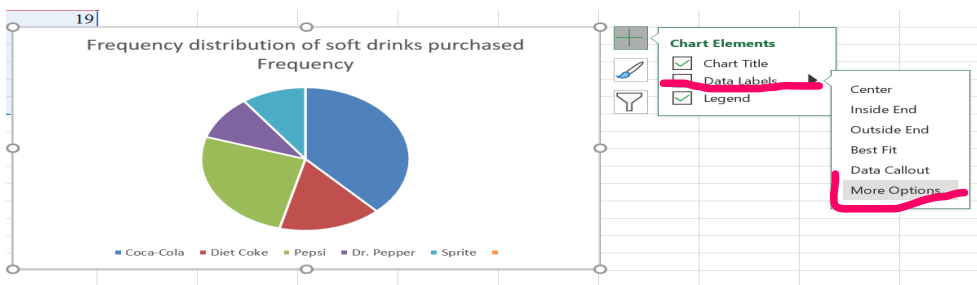
Click the **Chart Title** and delete the word "Frequency" in the second line.

Step 6:

Click the **Chart Elements** button  (located next to the top right corner of the chart)

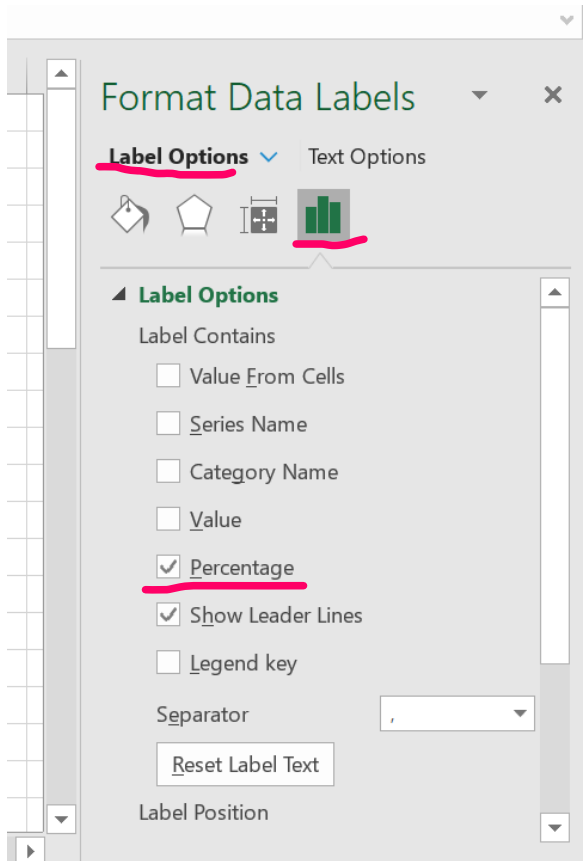
Step 7:

When the list of chart elements appears, hover your cursor on **Data Labels** and click on the arrow, then click on more options as shown below:



Step 8:

In the **label options**, choose the bar chart icon, and unselect value, and select percentages as shown below:



Step 9:

Save the pie chart as lastname.firstname.piechart1.xlsx