

Karlen Communications

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Microsoft MVP for Word.

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Introduction

I recently provided some training on using Excel and was reminded of the first thing I learned when making charts in Lotus 1-2-3 for DOS...an exploding pie chart. One's imagination can do wonderful things with exploding pie charts!

There is a sample Excel workbook attached to this PDF document. You can retrieve it by going to the Navigation pane and the Attachments tab. If the Attachments tab is not showing, go to View, Show or Hide Tools, Navigation Pane, and make sure Attachments is checked. Once the Attachments tab is visible, you can Tab into it and locate the sample Excel workbook. For convenience, the worksheets are named for the examples they contain. There is a worksheet with a sample IF statement for those interested.

If you are interested in looking at the IF statement, change the numerical value in cell A2 and then go back to cell A1 and see if the message is different. The statement is set up so that if the number in cell A2 is less than or equal to 100 the message in cell A1 will be "within Budget" and if it is over 100 the message will be "over budget."

Setting up the data for a Chart in Excel

The first step in creating any chart is to put the data for the chart into an Excel worksheet. The Microsoft web site has a tutorial on Presenting your data in a pie chart¹.

Here are the steps to create a 3D exploding pie chart in Excel 2010:

- 1. Launch Excel and place your cursor in the cell you want, in this case cell A1 which is the first cell in a worksheet.
- 2. Type in the following sample data in the corresponding cells:
 - a. Cell A1 = Pie Sales.
 - b. Cell A2 = Strawberry.
 - c. Cell A3 = Peach.
 - d. Cell A4 = Mincemeat.
 - e. Cell A5 = Lemon.
 - f. Cell A6 = Blueberry.
 - g. Cell B2 = 6.
 - h. Cell B3 = 5.
 - i. Cell B4 = 7.
 - i. Cell B5 = 9.

¹ Present your data in a pie chart from the Microsoft web site: http://office.microsoft.com/en-us/excel-help/present-your-data-in-a-pie-chart-HA010211848.aspx

- k. Cell B6 = 3.
- 3. We are now ready to create the 3D exploding pie chart!

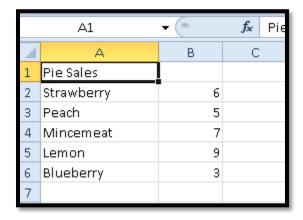


Figure 1 Data entered into cells in Excel worksheet.

Creating the 3D Exploding Pie Chart

With the data in the cells we are now ready to create our 3D exploding pie chart. You can, of course, create any type of chart you want but pie charts are good for small bits of data or limited amounts of data as we have here.



Figure 2 Data selected in worksheet to create chart.

To create the 3D exploding pie chart:

- 1. Select the range of cells with the data in them. For this chart, select cells A2 through B6.
- 2. Press Alt + N, Q for the Insert Ribbon, Pie Charts.
- 3. This opens the Pie chart gallery.

- 4. Use the Up, Down, Left and Right Arrows to find the 3D exploding pie chart. Your screen reader will identify it for you and visually it is under the 3D pie chart section of the Gallery.
- 5. Press Enter and an exploding 3D pie chart is added to the current worksheet.



Figure 3 Pie Chart Gallery open in Excel.

Excel will put the chart in a default location based on distance from the data.

Because we added the types of pie and included them in our range for the chart, the chart has a legend that matches a coloured piece of the exploded pie with the type of flavoured pie it represents.

When creating charts it is important to include the label for the data so that someone looking at the chart knows what the lines, bars, pieces of pie or scatter dots represent.

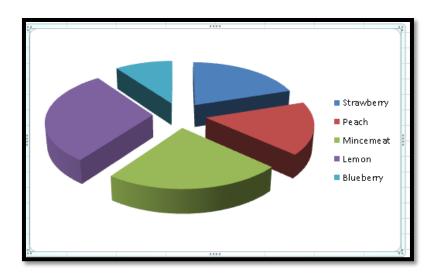


Figure 4 3D exploded pie chart in Excel worksheet.

If you are using the JAWS screen reader and want to find the chart which is an object, press Ctrl + Shift + letter O for a list of objects then press Enter on the chart (which is the only object in this worksheet). You can use this JAWS keyboard command if you lose focus from the chart or if you reopen the workbook and want to access the chart information.

Creating an Exploding Doughnut Chart

While writing this tutorial I found a Doughnut chart and since I am Canadian and we are known for liking Doughnuts, I thought I'd include it. There seems to be a theme of food here! The Microsoft web site has a tutorial on <u>Presenting your data in a Doughnut chart</u>².

Copy the following data to an Excel worksheet starting in cell A1 which will be blank.

	2008	2009
Ontario	679	654
Alberta	725	786
British Columbia	755	815

² Presenting your data in a Doughnut chart on Microsoft web site: http://office.microsoft.com/en-us/excel-help/present-your-data-in-a-doughnut-chart-HA010215572.aspx

You can select the entire table and copy the data in one action. Select a cell and press Alt + J, L, K for the Table Tools Sub-Ribbon, Layout Ribbon, and Select and then choose Table from the drop down list.

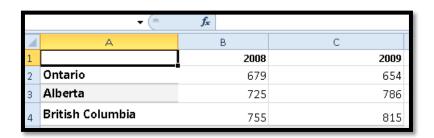


Figure 5 Data for Doughnut chart in Excel worksheet.

Once the data is entered into an Excel worksheet, Select the range of cells, in this case cells A1 through C3, and then press Alt + N, letter O for the Insert Ribbon, Other Charts.

Use the Down Arrow to find Doughnut Charts and then Right Arrow once to find the exploding Doughnut chart.

As with the pie chart, a chart will be added to the worksheet at a default location.

In the Doughnut Chart Sample worksheet attached to this PDF document, I've added another column of data and created a second exploding Doughnut chart on the worksheet. Visually, the more information you add to a Doughnut chart the more confusing it becomes. At some point you will need to decide whether to change to a bar chart or other type of chart which can better represent the data visually.

Moving a Chart to a New Location

Is there a way to move a chart or any other object to a specific location on a worksheet or to another worksheet?

To move a chart or object on a worksheet:

- 1. Select the chart or object. You can either click on it or if you are using the JAWS screen reader press Ctrl + Shift + letter O for a list of objects. Check your adaptive technology to see if there is a command for finding objects in documents.
- 2. Press Ctrl + X to Cut the chart or object or Ctrl + C if you want to Copy it somewhere.
- 3. Move to the cell in the worksheet where you want the chart to be placed. In this example I am going to move to cell A10.
- 4. Press Ctrl + V to paste the chart at that location.
- 5. The upper left corner of the chart or object will start at Cell A10.

Note: Because objects and charts float above the text layer of documents, you can have data hidden by them which can cause readability problems and make the data impossible to see. If you are moving charts and objects around documents make sure to place them where you are not going to put any data.

Using the steps above, you can also move objects to other worksheets or even into Word or PowerPoint documents.

Locating a Chart Using JAWS

As mentioned earlier in this tutorial, if you are using the JAWS screen reader you can locate objects on a worksheet by pressing Ctrl + Shift + letter O. As well as the object, information is given about the cell location. For example, in the following image of the list of objects from the Doughnut Sample worksheet, we can tell that one Doughnut chart starts at cell A10 and the other one starts at cell E10.

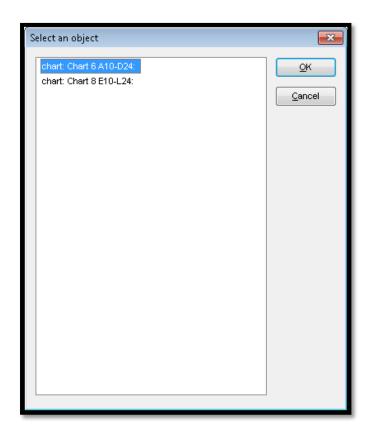


Figure 6 List of objects/charts on an Excel worksheet.