

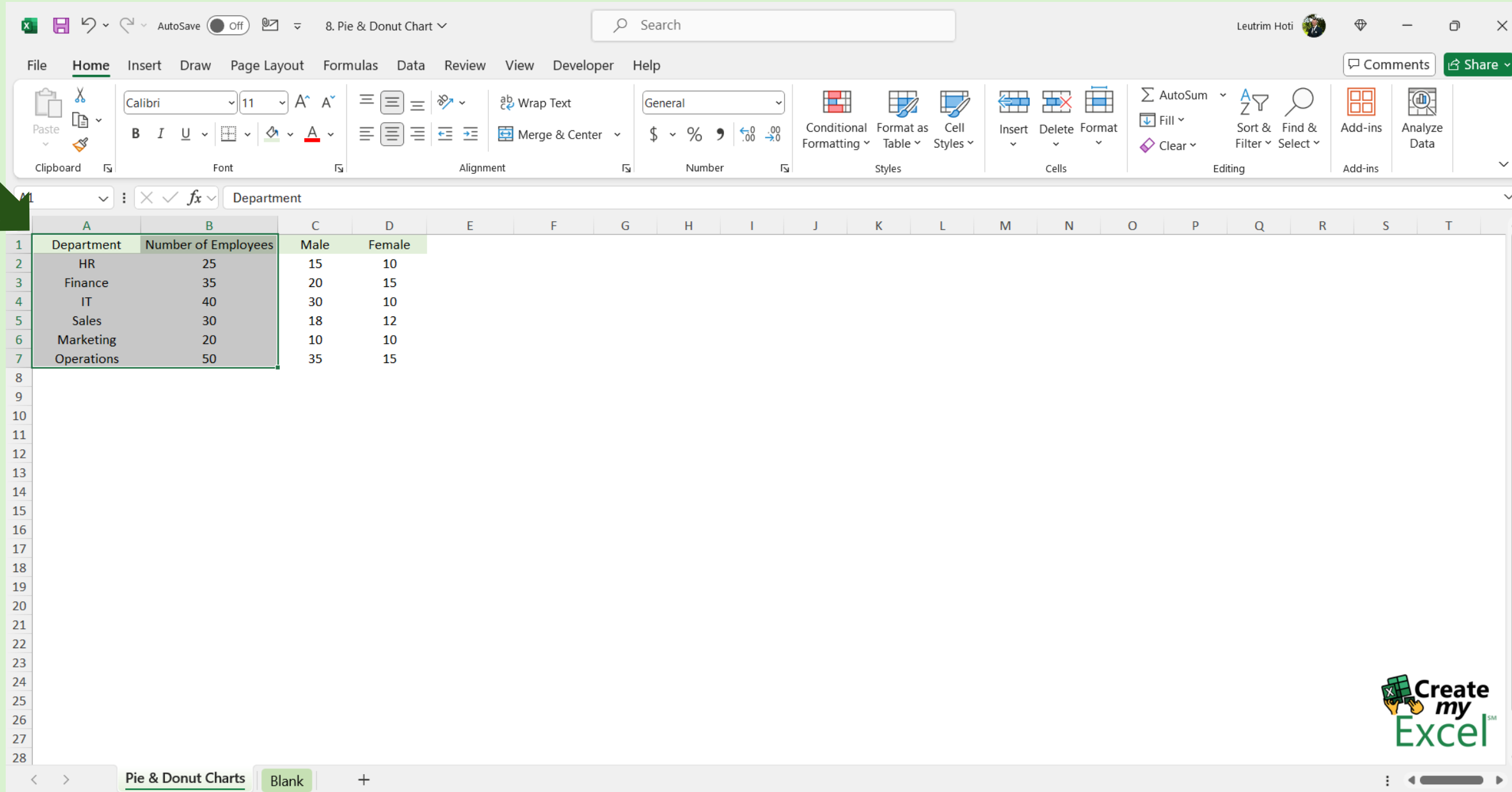
Pie & Donut Charts



Timelapse



Step 1: Select Range A1:B7



The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Department	Number of Employees	Male	Female																
2	HR	25	15	10																
3	Finance	35	20	15																
4	IT	40	30	10																
5	Sales	30	18	12																
6	Marketing	20	10	10																
7	Operations	50	35	15																

Step 2: Insert Pie Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. A green arrow points to the '2-D Pie' chart icon in the 'Charts' group. A tooltip for the 2-D Pie chart is displayed, providing instructions on when to use this chart type. Below the tooltip, a 2-D pie chart is inserted into the spreadsheet, with a legend at the bottom identifying the departments: HR (blue), Finance (orange), IT (grey), Sales (yellow), Marketing (dark blue), and Operations (green).

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Use this chart type to:

- Show proportions of a whole.

Use it when:

- Numbers equal 100%.
- The chart contains only a few pie slices (many slices make the angles hard to estimate).

More Pie Charts...

Legend: HR, Finance, IT, Sales, Marketing, Operations

Step 3: Edit Chart Name

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A pie chart is displayed on the worksheet, representing the data from the table below. The chart's title, 'Number of Employees By Department', is highlighted with a green border, and a green arrow points to it from the top left. The chart is a pie chart with six segments representing different departments: HR (blue), Finance (orange), IT (grey), Sales (yellow), Marketing (dark blue), and Operations (green).

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

At the bottom right of the Excel window, there is a logo for 'Create my Excel'.

Step 4: Add Data Labels

The screenshot shows the Microsoft Excel interface with a pie chart titled "Number of Employees By Department". The chart displays the number of employees for six departments: HR (25), Finance (35), IT (40), Sales (30), Marketing (20), and Operations (50). The 'Chart Elements' task pane is open, and the 'Data Labels' checkbox is checked. A green arrow points from the 'Data Labels' checkbox to the chart.

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Chart Elements

- Chart Title
- Data Labels
- Legend

Center
Inside End
Outside End
Best Fit
Data Callout
More Options...

Step 5: Select Range A1:A7 & C1:D7

The screenshot shows the Microsoft Excel interface with the following data table and pie chart:

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

The pie chart, titled "Number of Employees By Department", displays the following data series:

- HR: 25
- Finance: 35
- IT: 40
- Sales: 30
- Marketing: 20
- Operations: 50

At the bottom right, there is a logo for "Create my Excel" with a small Excel icon.

Step 6: Insert Doughnut Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Charts' group in the ribbon is active, and the 'Doughnut' chart icon is highlighted with a green box. A green arrow points from the 'Insert' tab to the 'Doughnut' chart icon. A tooltip for the 'Doughnut' chart is displayed, providing instructions on when to use this chart type.

2-D Pie

3-D Pie

Doughnut

Doughnut

Use this chart type to:

- Show proportions of a whole.

Use it instead of a pie chart when there are multiple series that relate to a larger sum.

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Number of Employees

Department

Chart Title

HR

HR Finance IT Sales Marketing Operations

Pie & Donut Charts

Blank

Create my Excel

Step 7: Edit Chart Name

The screenshot shows the Microsoft Excel interface with the Chart Design ribbon active. The ribbon includes options for Chart Layouts, Chart Styles, and Chart Location. A green arrow points from the 'Switch Row/Column' button to the chart title 'Employees Gender Breakdown'.

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Number of Employees By Department

Employees Gender Breakdown

HR Finance IT Sales Marketing Operations

Step 8: Format Data Series

The screenshot shows the Microsoft Excel interface with the 'Chart Design' and 'Format' tabs active. The formula bar contains the formula: `=SERIES('Pie & Donut Charts'!D1,'Pie & Donut Charts'!A2:A7,'Pie & Donut Charts'!D2:D7,2)`. The worksheet contains the following data:

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Two charts are displayed: a pie chart titled 'Number of Employees By Department' and a donut chart titled 'Employees Gender Breakdown'. The donut chart is selected, and the 'Format Data Series...' option in the context menu is highlighted with a green arrow and a green box.

Number of Employees By Department

- HR: 25
- Finance: 35
- IT: 40
- Sales: 30
- Marketing: 20
- Operations: 50

Employees Gender Breakdown

- HR: 15 (Male), 10 (Female)
- Finance: 20 (Male), 15 (Female)
- IT: 30 (Male), 10 (Female)
- Sales: 18 (Male), 12 (Female)
- Marketing: 10 (Male), 10 (Female)
- Operations: 35 (Male), 15 (Female)

Step 9: Edit Doughnut Hole Size

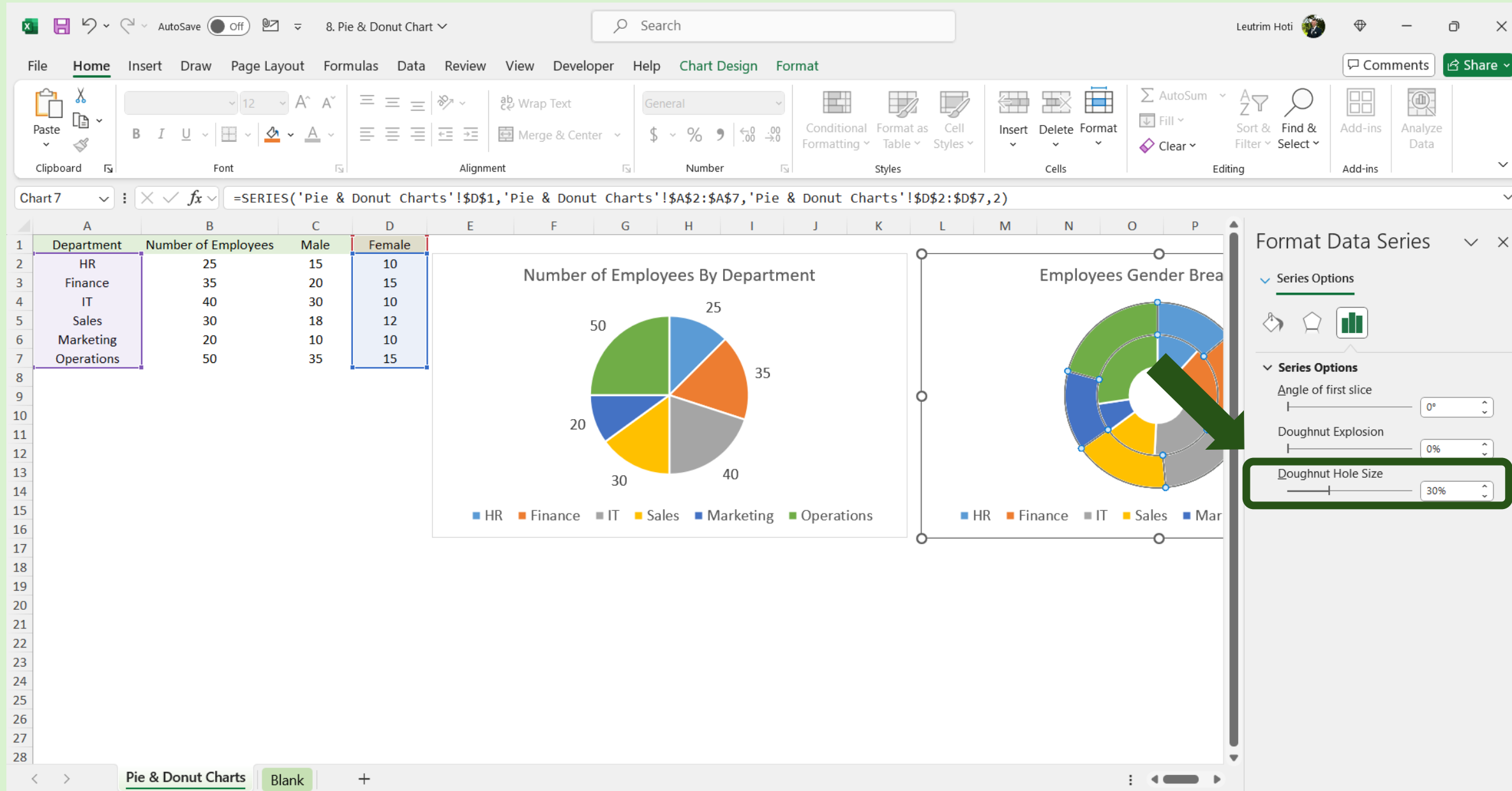
Microsoft Excel interface showing the process of editing a doughnut chart's hole size. The ribbon includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Developer, Help, Chart Design, and Format. The Chart Design ribbon is active, showing options for Series Options, Style, and Layout.

The data table is as follows:

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

The chart is titled "Employees Gender Break" and is a doughnut chart with a hole size of 30%. The chart is displayed in a window titled "Employees Gender Break". The chart is a doughnut chart with a hole size of 30%. The chart is displayed in a window titled "Employees Gender Break".

The Format Data Series task pane is open, showing the Series Options section. The Doughnut Hole Size is set to 30%.



Step 10: Add Data Labels

The screenshot shows the Microsoft Excel interface with the following elements:

- File Name:** 8. Pie & Donut Chart
- Formulas Bar:** =SERIES('Pie & Donut Charts'!\$D\$1,'Pie & Donut Charts'!\$A\$2:\$A\$7,'Pie & Donut Charts'!\$D\$2:\$D\$7,2)
- Table Data:**

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15
- Chart 1:** 'Number of Employees By Department' (Pie chart with data labels: 50, 25, 35, 20, 30, 40).
- Chart 2:** 'Employees Gender Breakdown' (Donut chart with a context menu open). The menu options are: Delete, Reset to Match Style, Change Series Chart Type..., Select Data..., 3-D Rotation..., **Add Data Labels** (highlighted with a green box and a green arrow), Add Trendline..., and Format Data Series....

Step 11: Edit Label Options, Check Series Name

8. Pie & Donut Chart

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Chart Design Format

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Number of Employees By Department

Employees Gender Breakdown

Format Data Labels

- Label Options
- Text Options
- Label Contains
 - Series Name
 - Value From Cells
 - Category Name
 - Value
 - Percentage
 - Show Leader Lines
 - Legend key
- Separator: ,
- Reset Label Text
- Number

Step 12: Add Data Labels

The screenshot shows the Microsoft Excel interface with the following elements:

- Excel Title Bar:** 8. Pie & Donut Chart
- Formulas Bar:** `=SERIES('Pie & Donut Charts'!C1,'Pie & Donut Charts'!A2:A7,'Pie & Donut Charts'!C2:C7,1)`
- Worksheet Data:**

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15
- Charts:**
 - Number of Employees By Department:** A pie chart showing the distribution of employees by department.
 - Employees Gender Breakdown:** A donut chart showing the gender breakdown of employees.
- Format Data Series Task Pane:** Open on the right, showing the 'Add Data Labels' option highlighted with a green box and a green arrow pointing to the donut chart.

Step 13: Edit Label Options, Check Series Name

8. Pie & Donut Chart

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Chart Design Format

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Number of Employees By Department

Employees Gender Breakdown

Format Data Labels

- Label Options
- Text Options
- Label Contains
 - Series Name
 - Category Name
 - Value
 - Percentage
 - Show Leader Lines
 - Legend key
- Separator
- Reset Label Text
- Number

Step 14: Delete Labels on Doughnut Chart

The screenshot shows the Microsoft Excel interface with the following data and charts:

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Number of Employees By Department

Employees Gender Breakdown

Create my Excel

Step 15: Completed

The screenshot shows the Microsoft Excel interface with the following data and charts:

Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Number of Employees By Department

This pie chart displays the total number of employees for each department. The data is as follows:

Department	Count
HR	25
Finance	35
IT	40
Sales	30
Marketing	20
Operations	50

Employees Gender Breakdown

This donut chart displays the total number of employees for each gender across all departments. The data is as follows:

Gender	Count
Male	150
Female	70