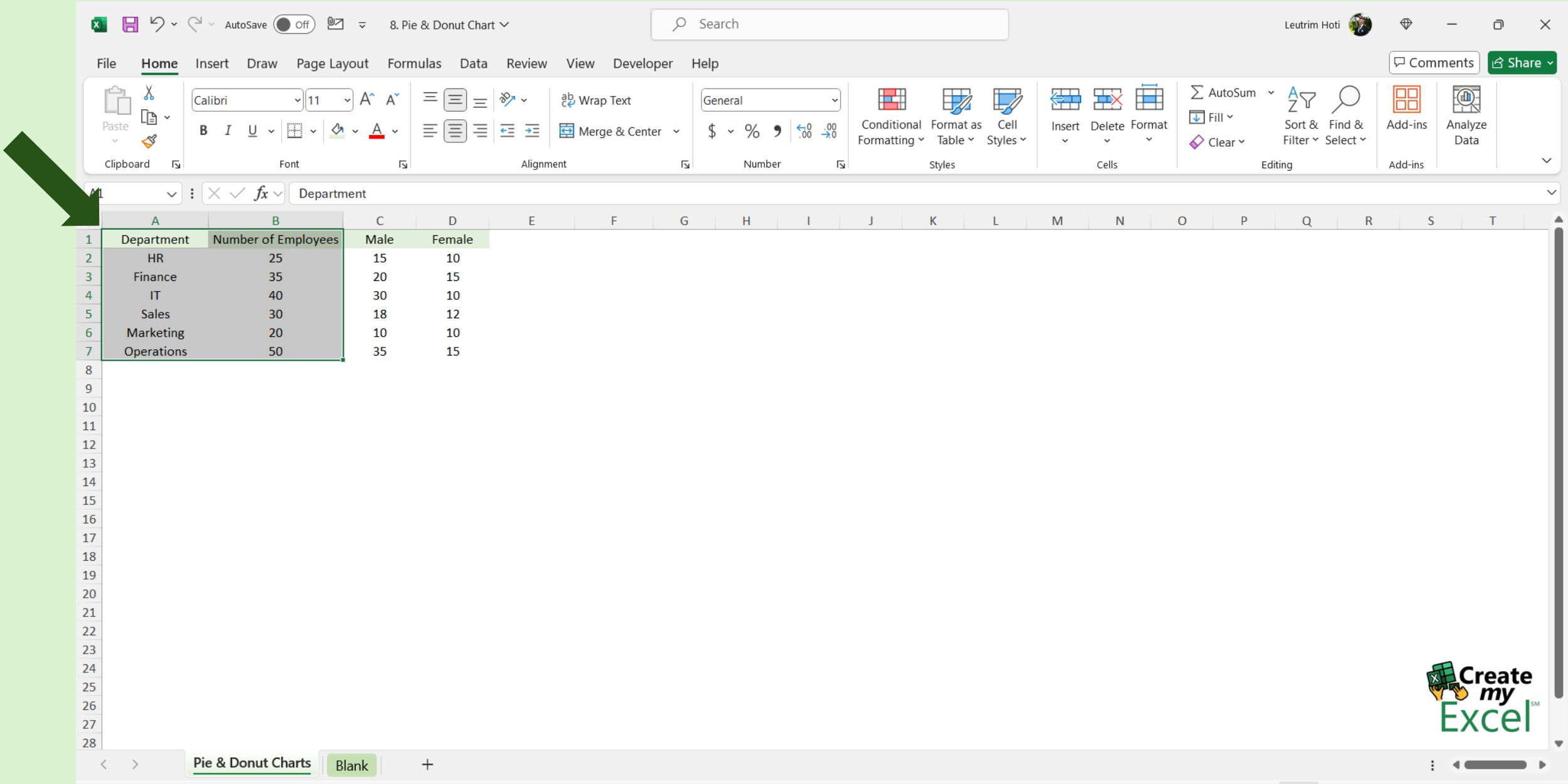
Pie & Donut Charts

Create my Excel℠

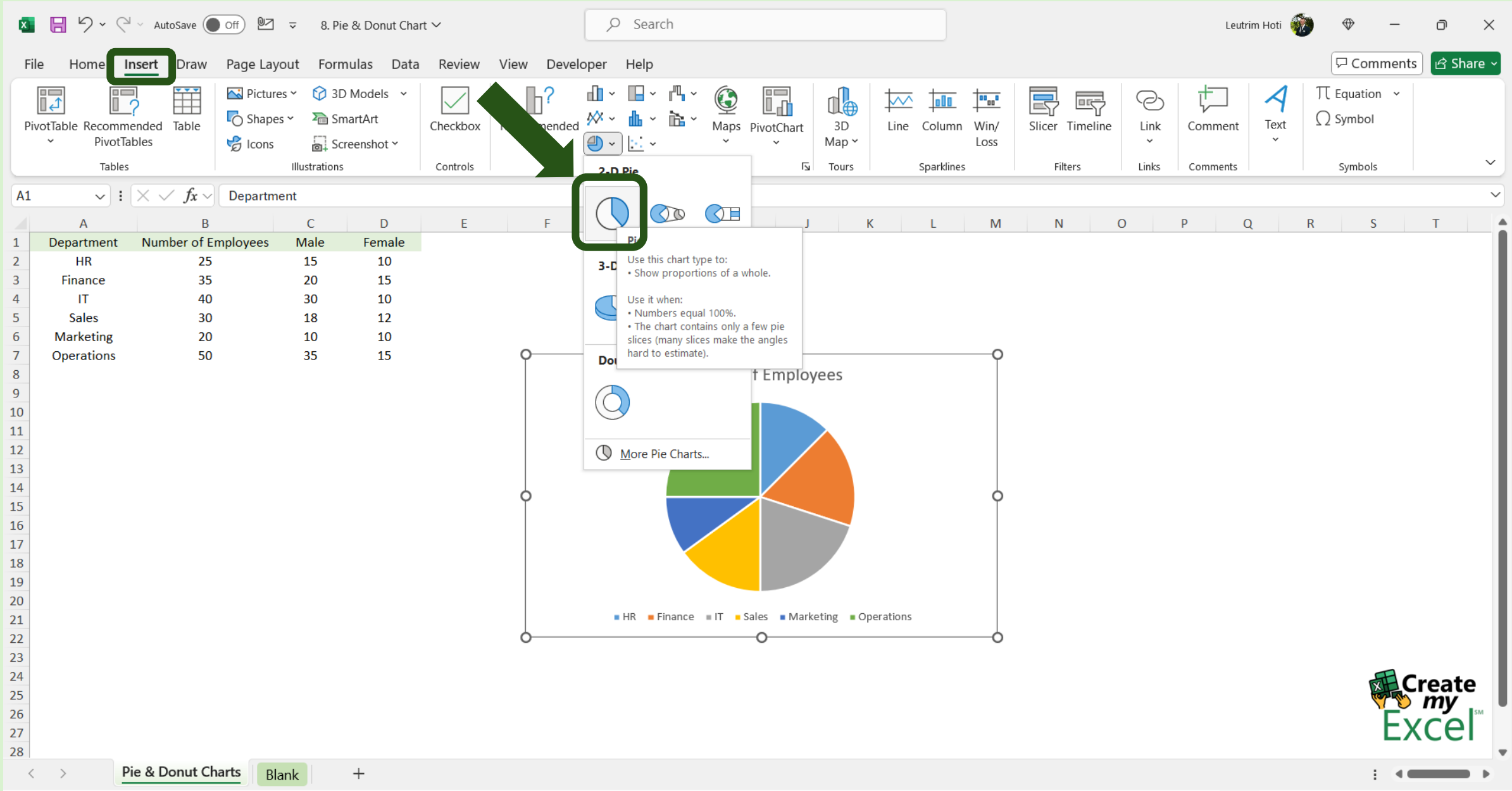
Timelapse

Step 1: Select Range A1:B7



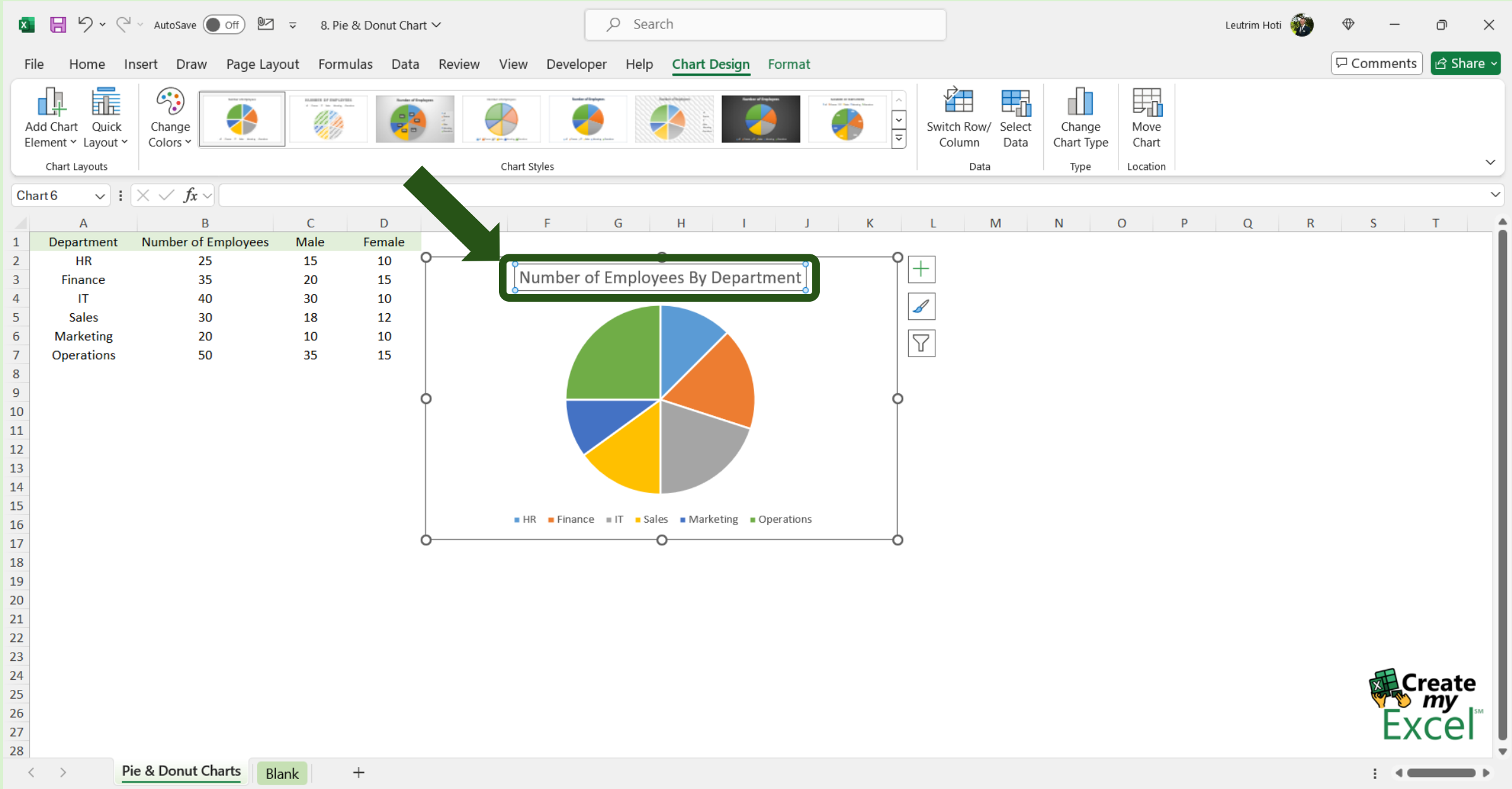
Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Step 2: Insert Pie Chart



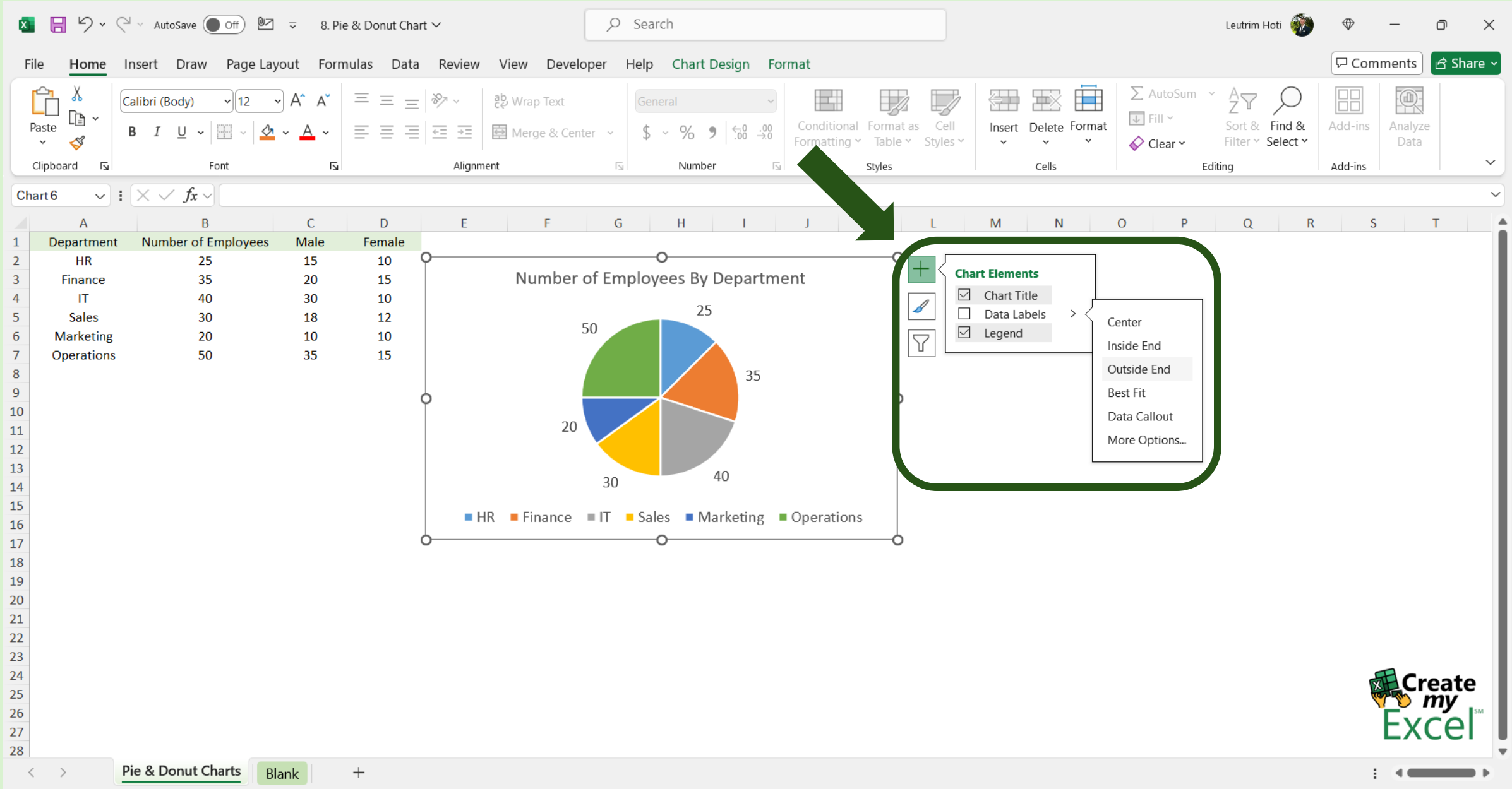
Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Step 3: Edit Chart Name

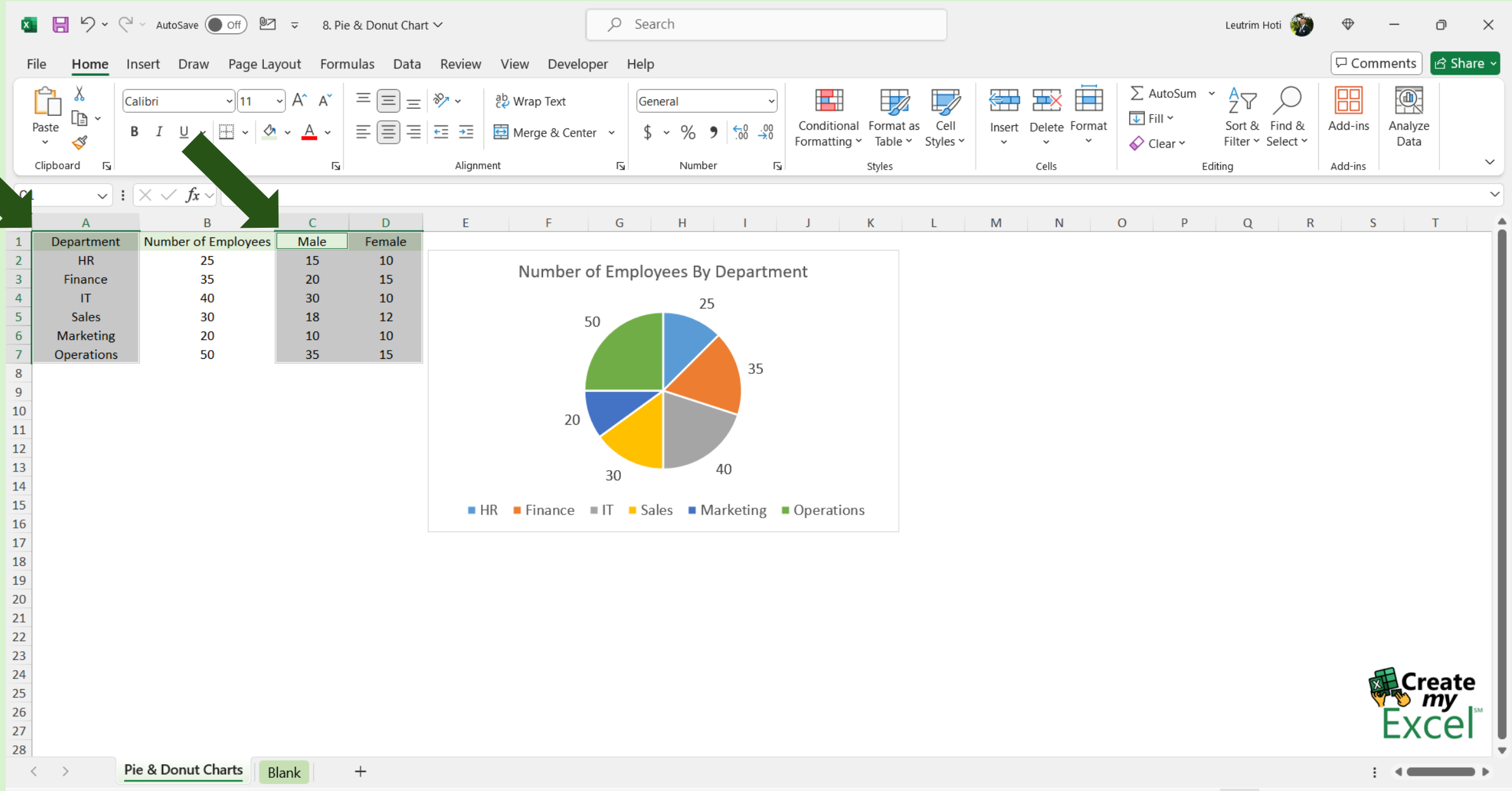


Department	Number of Employees	Male	Female
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Step 4: Add Data Labels



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



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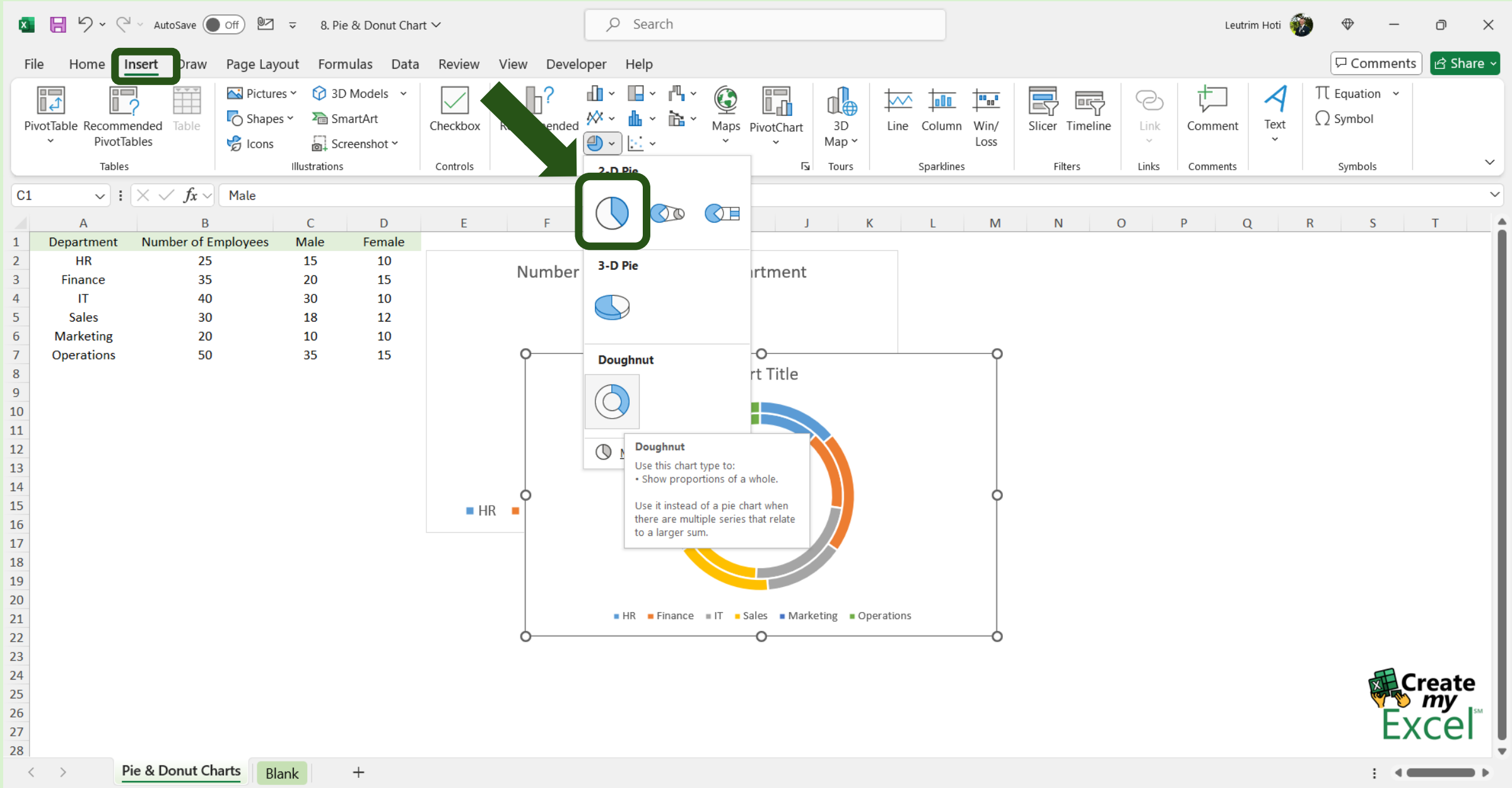
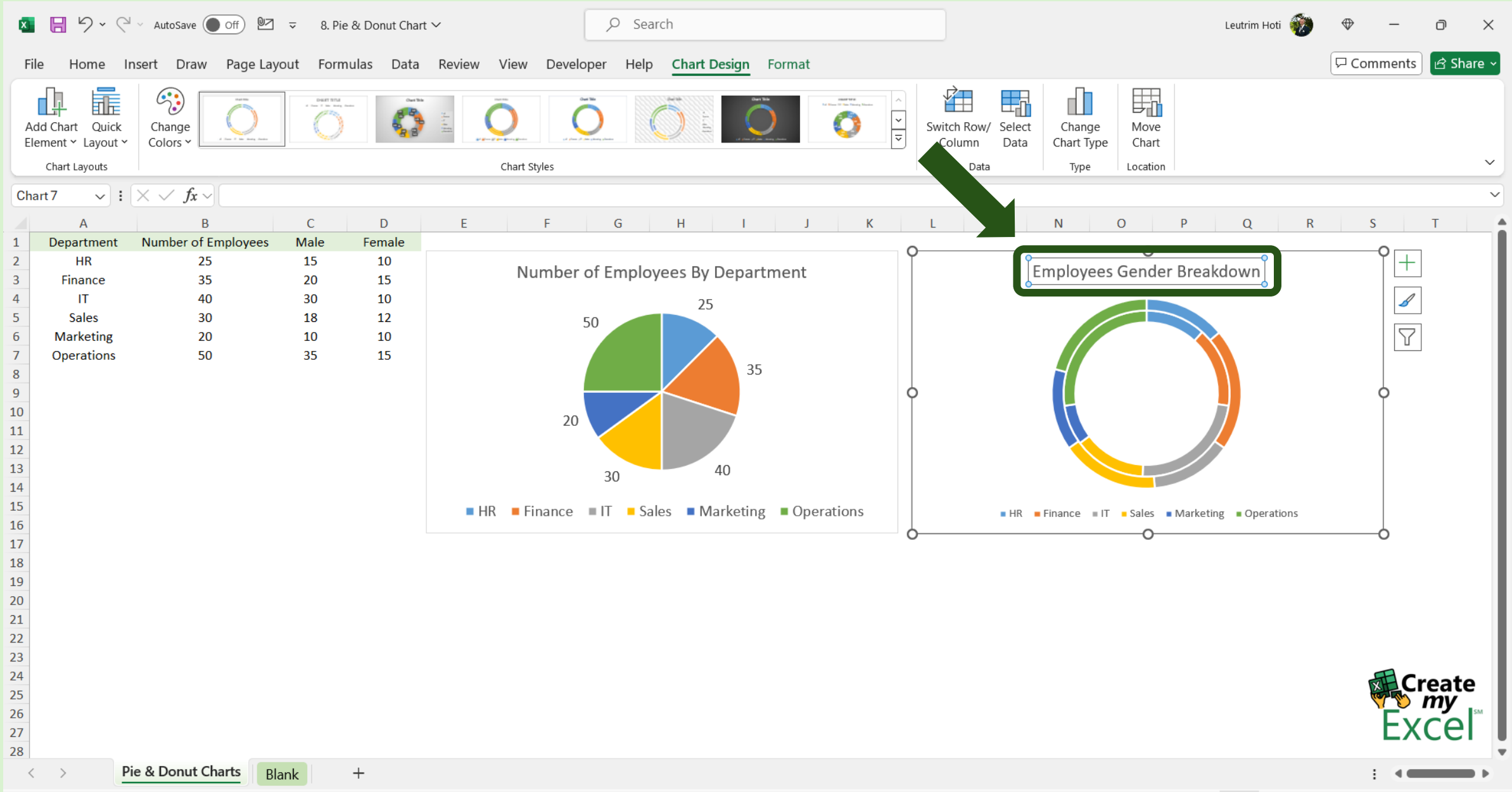
HR	25	15	10
Finance	35	20	15
IT	40	30	10
Sales	30	18	12
Marketing	20	10	10
Operations	50	35	15

Step 6: Insert Doughnut 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

Step 7: Edit Chart Name



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IT	40	30	10
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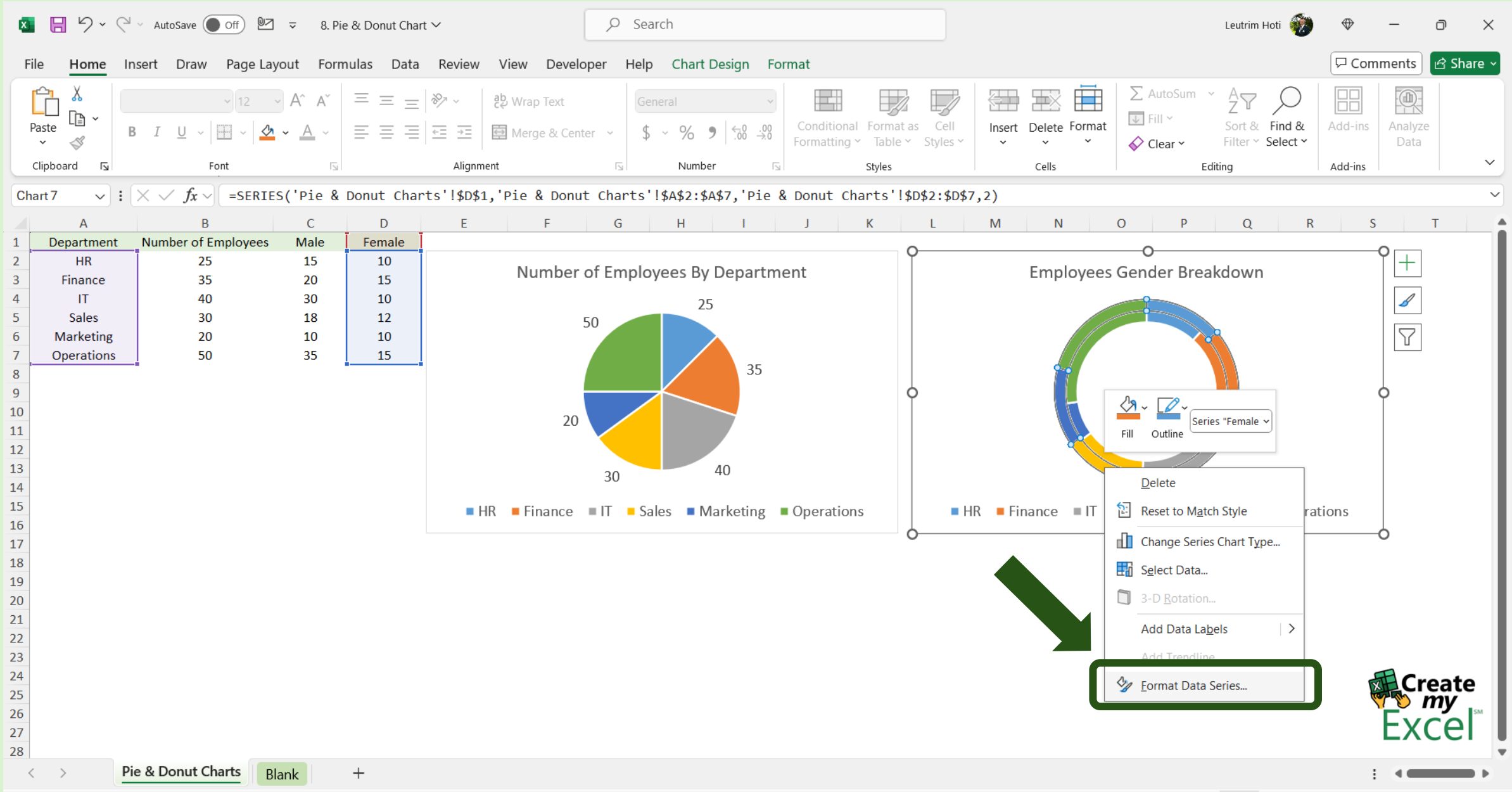
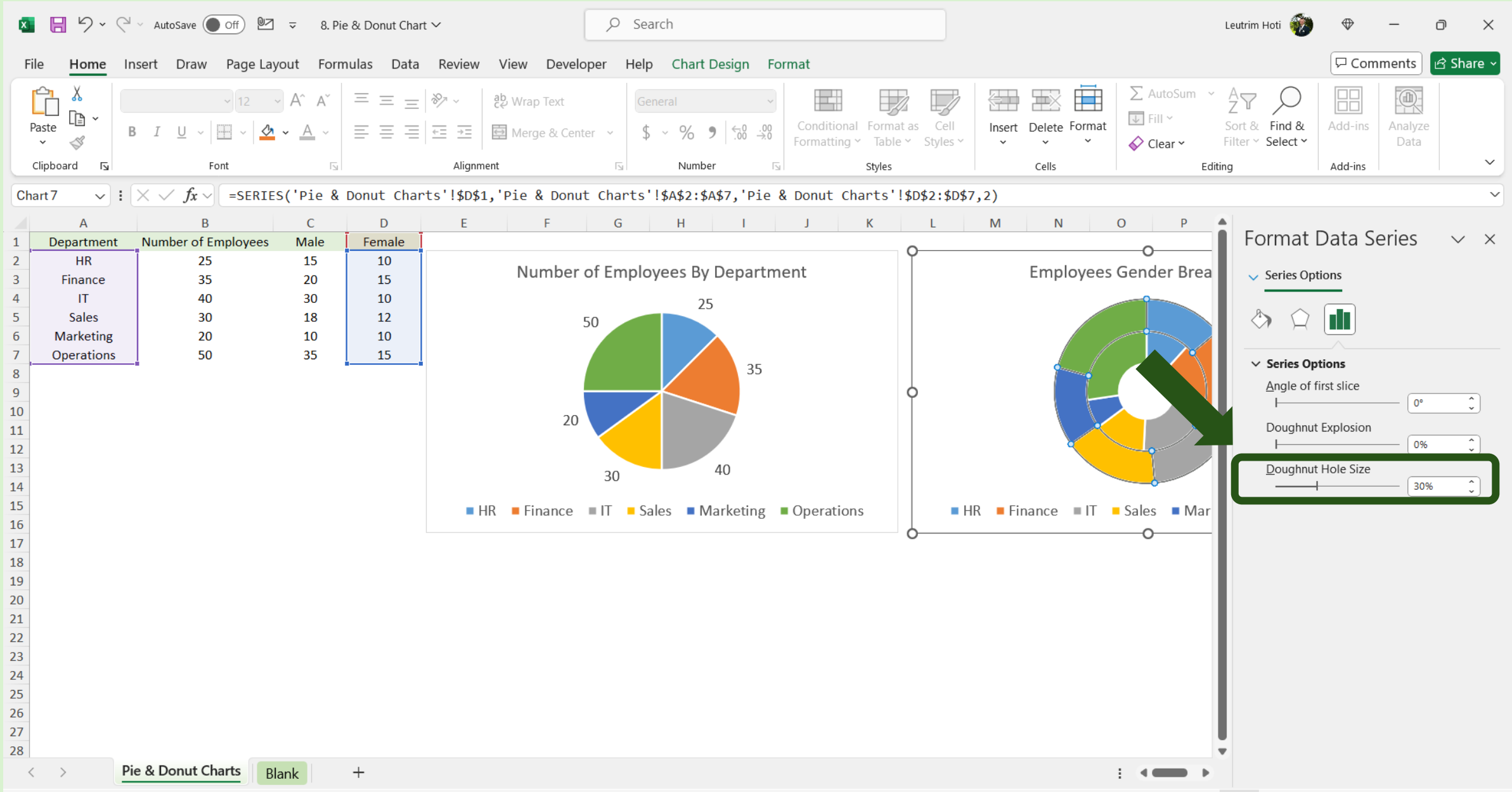
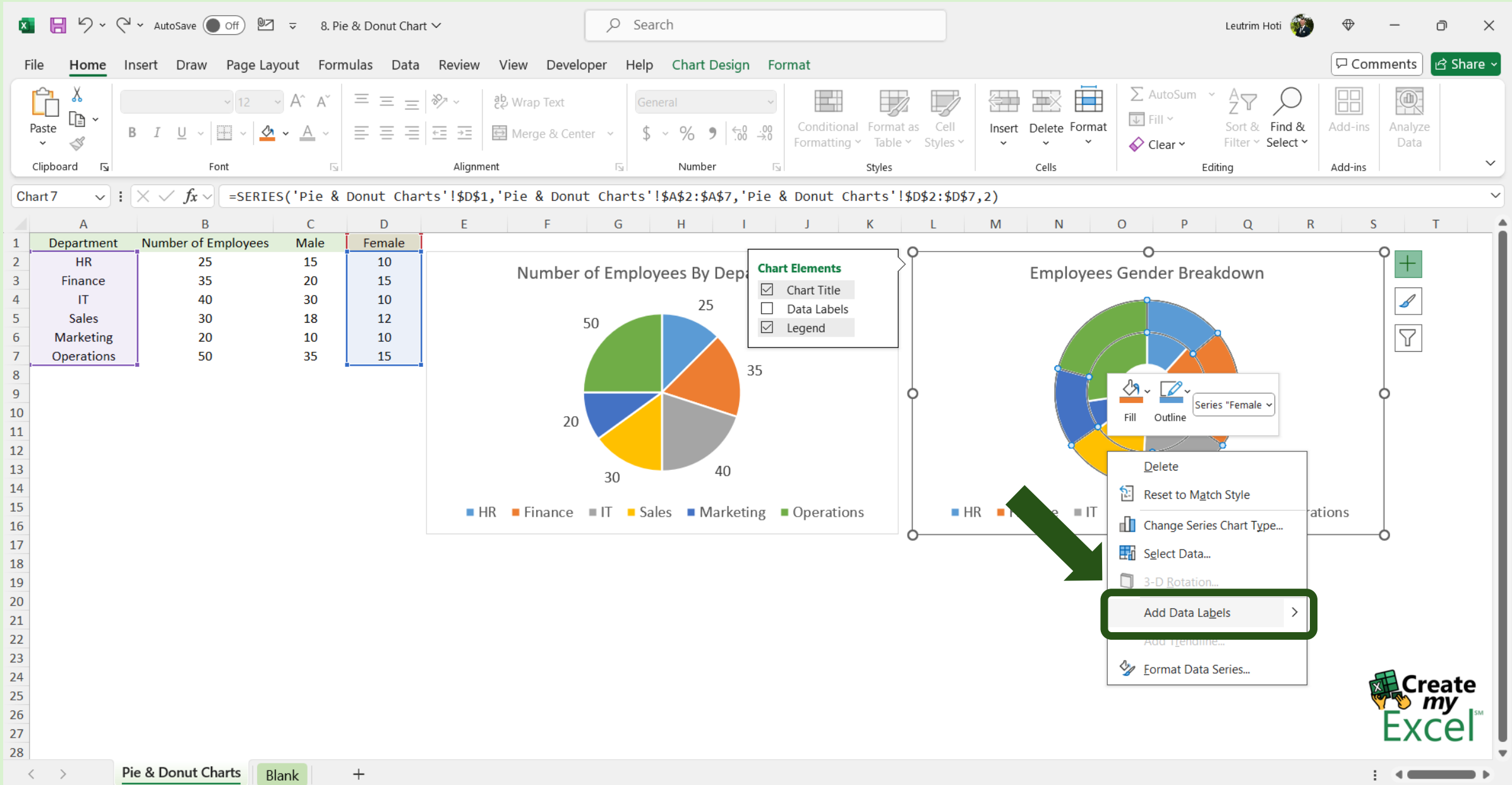
Step 8: Format Data Series



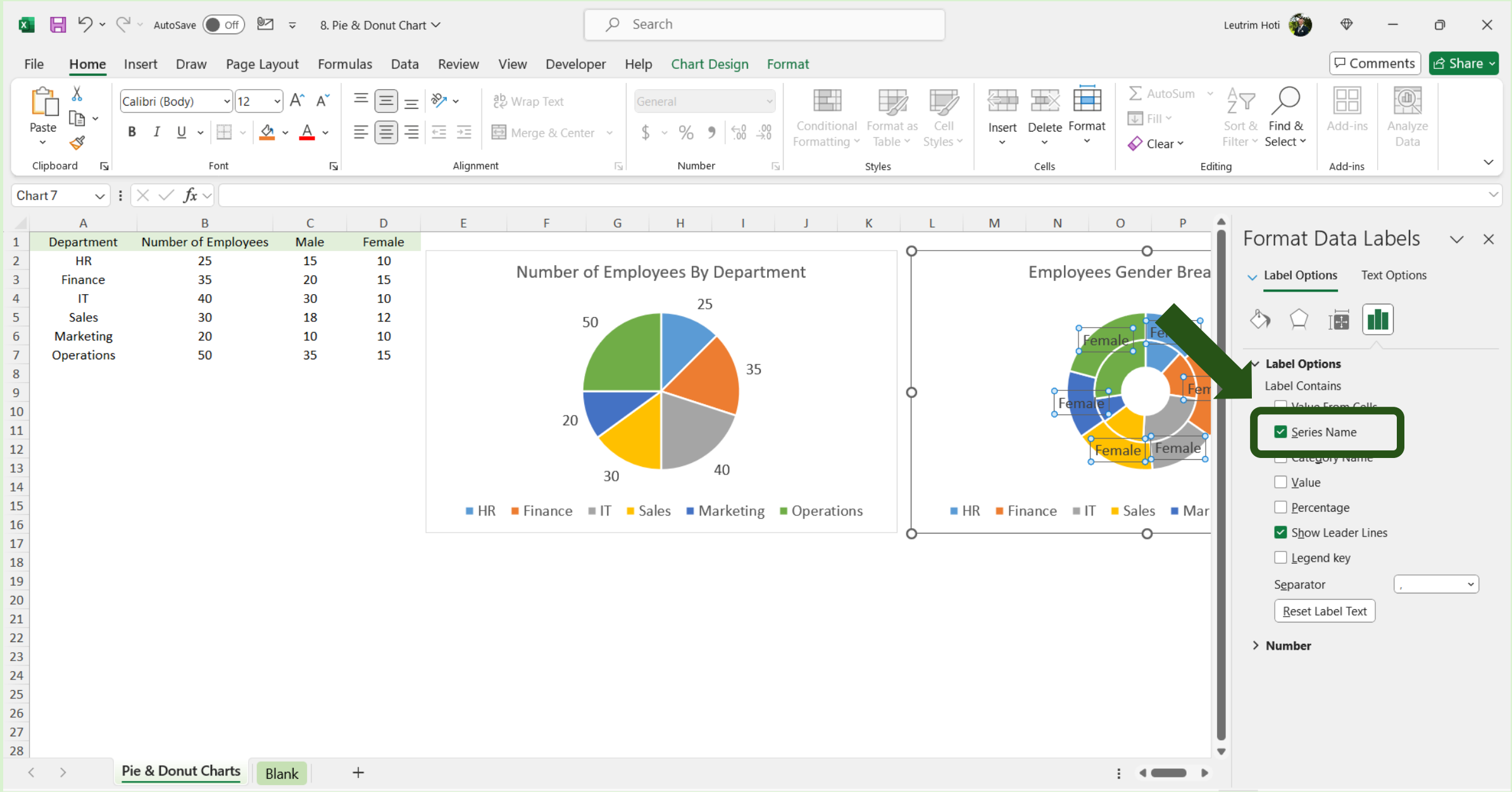
Step 9: Edit Doughnut Hole Size



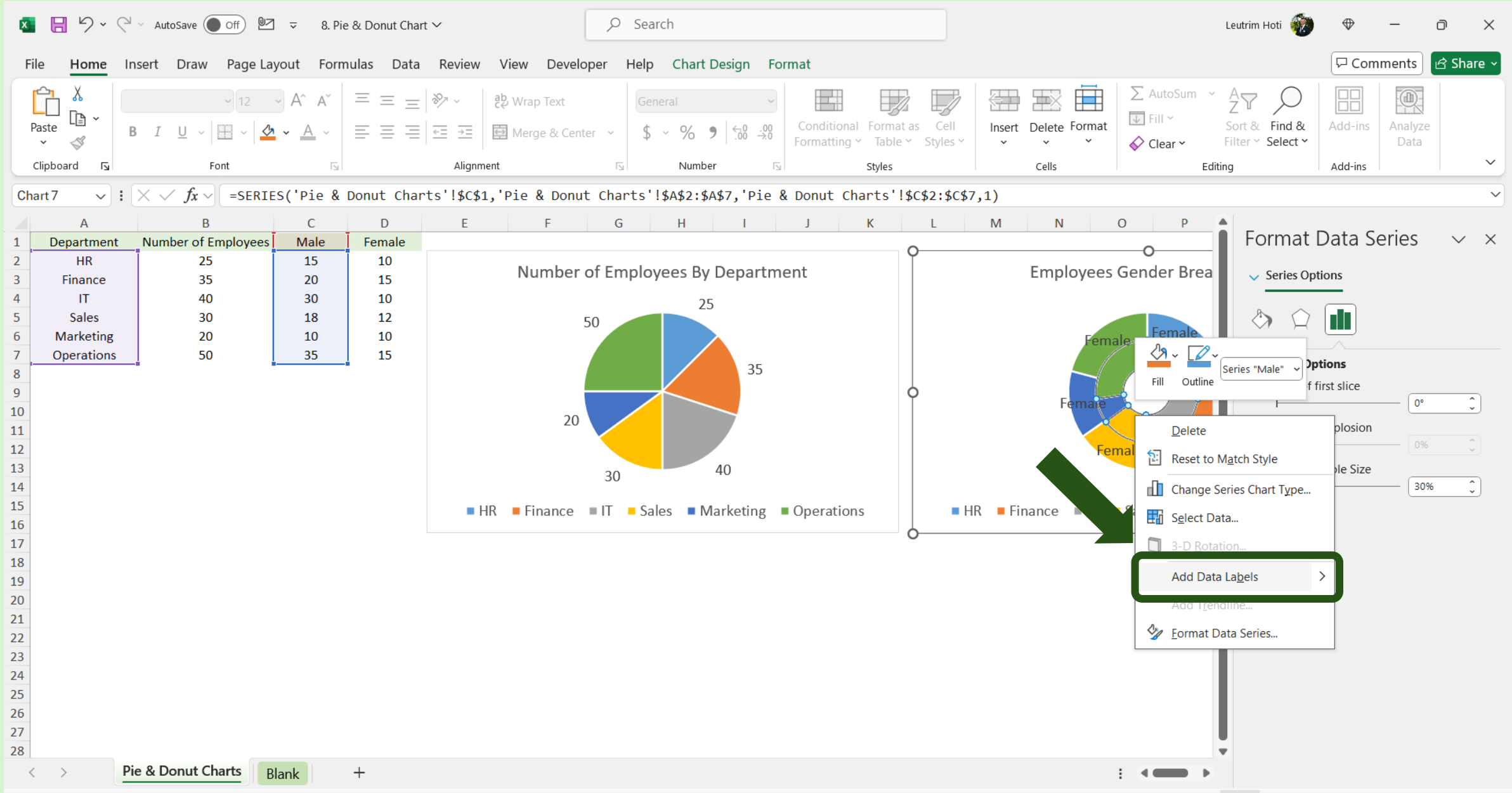
Step 10: Add Data Labels



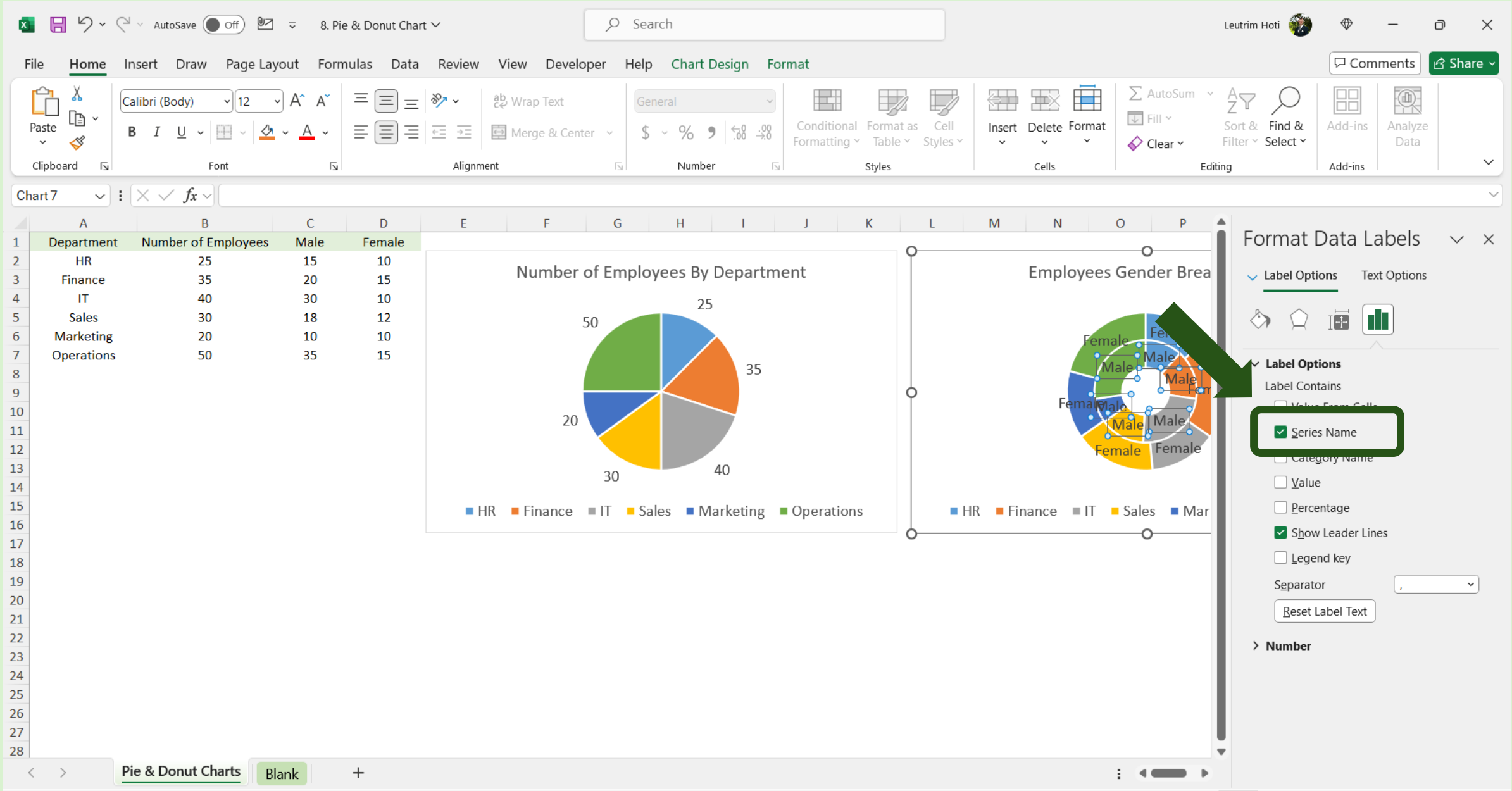
Step 11: Edit Label Options, Check Series Name



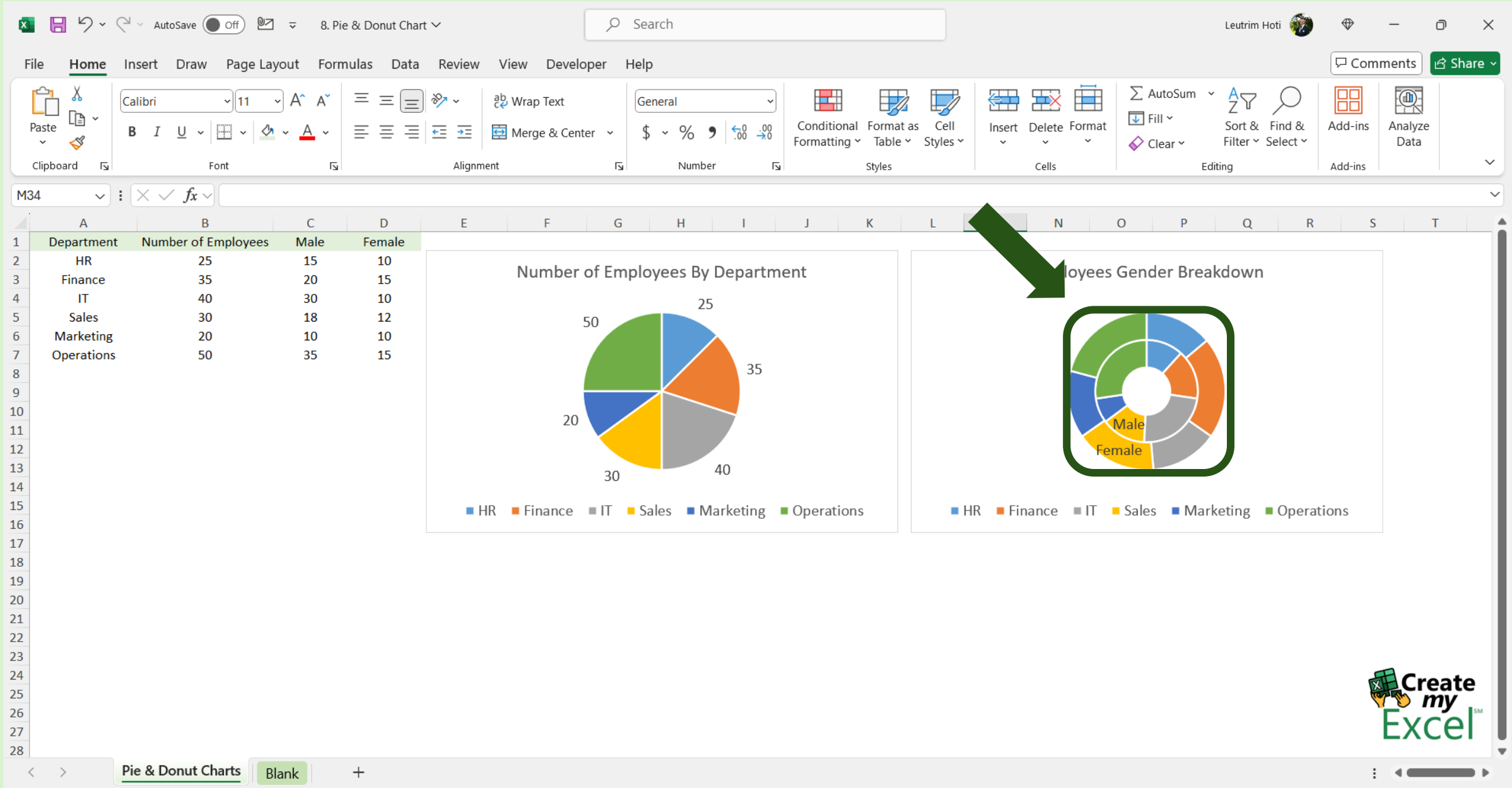
Step 12: Add Data Labels



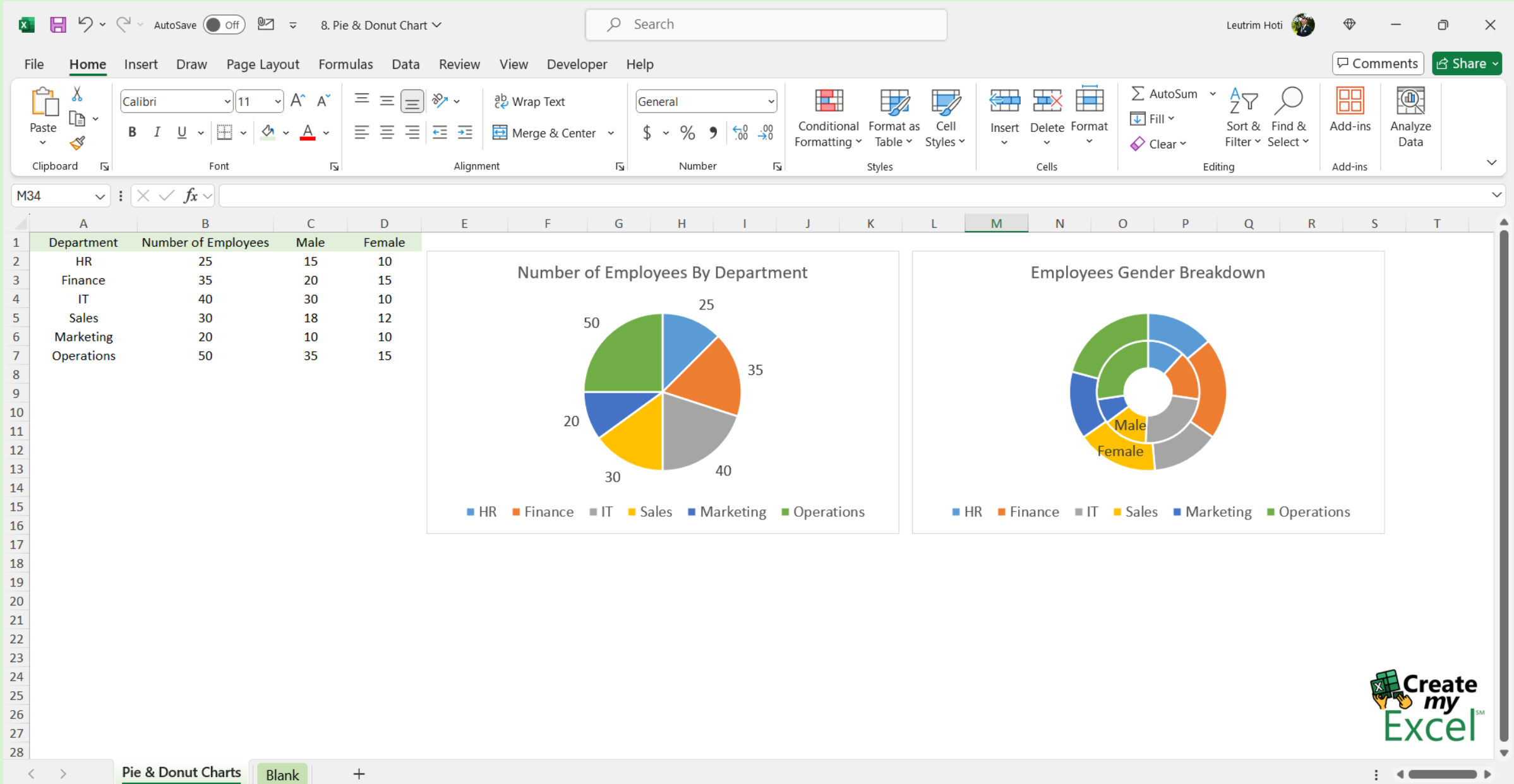
Step 13: Edit Label Options, Check Series Name



Step 14: Delete Labels on Doughnut Chart



Step 15: Completed



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