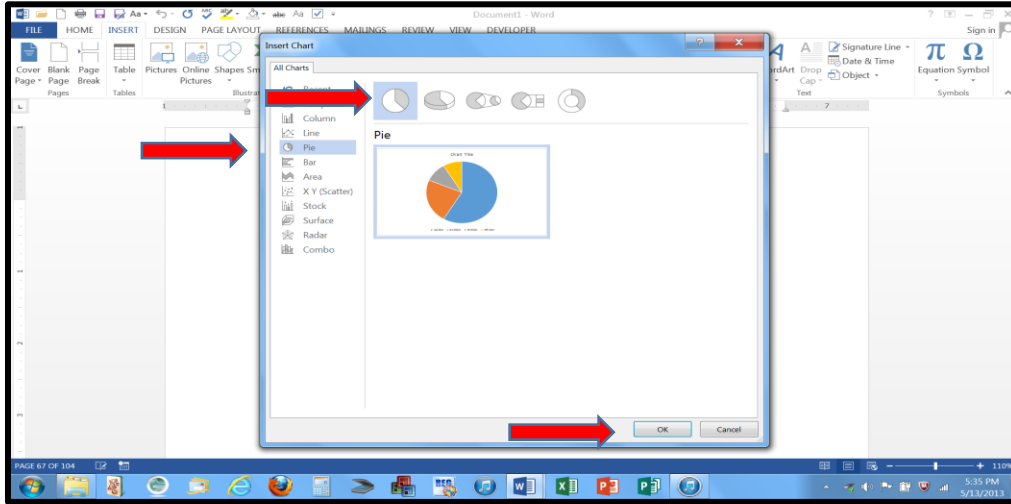


Pie Charts Using Microsoft Word 365

Handout courtesy of Angela Gulick

1. Open up Microsoft Word, go to the **Insert** menu, and click on **Chart**. Pick the **2-dimensional pie chart**, and select **OK**.



2. A data sheet and a pie chart should appear. On the datasheet, make sure the blue box only goes around the actual data you will put in your survey.
3. To provide labels, either go to **Add Chart Element** in the upper-left corner or click on the little plus sign to the right of your visual. **Note for Mac Users:** You will not see the “+” sign to the right of your visual. You will need to select the “Add Chart Element” in the upper-left corner to change your pie chart’s labels.
4. Select **Data Labels**. A window will come up on the right-side of your screen and select these 4 boxes: **Category Name, Value, Percentage, and Show Leader Lines**. **You do not need a legend for your visual.**

