

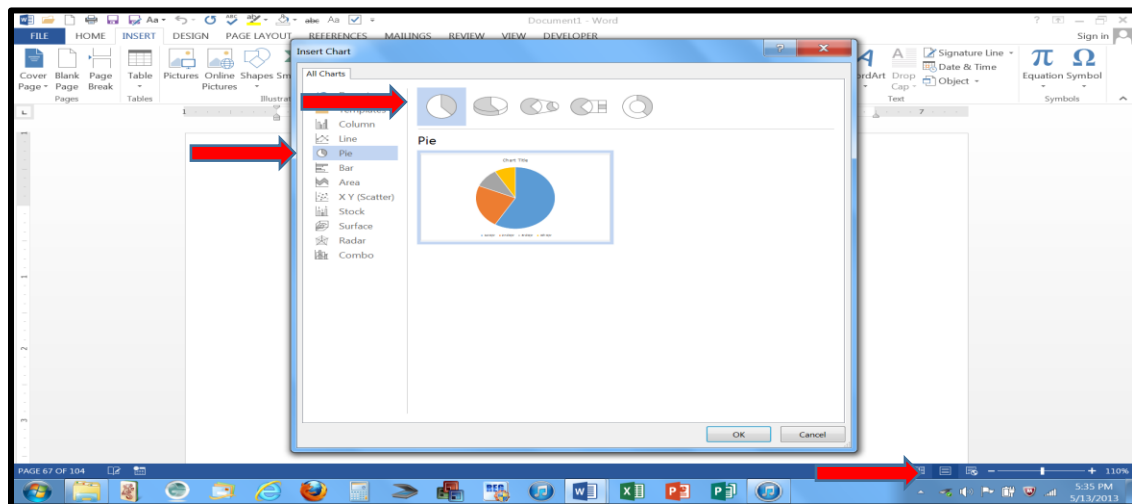


Pie Charts Using Microsoft Word 2013

Handout courtesy of Angela Gulick

For a short video on how to create a pie chart, go here: <http://youtu.be/G97Jy-1vFFY>

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, go to **Add Chart Element** in the upper-left corner, select **Data Labels**. A window will come up on the right-side of your screen and select what you want from these 4 boxes: **Category Name**, **Value**, **Percentage**, and **Show Leader Lines**.

