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How to Add a Detailed Pie Chart in Word



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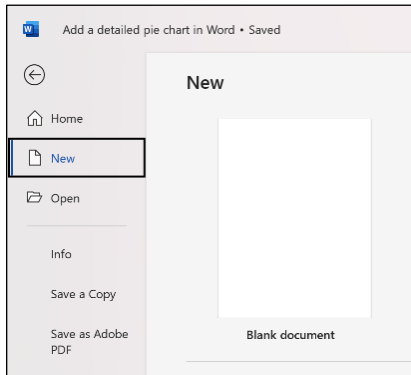
1. Overview

1.1 Pie Chart Uses and Functions

- Pie charts are effective to show a comparative illustration of five to six parts or less.
- Pie charts convey meaning through limited space without temporal relationships.
- A good chart can add a lot of value to documents and audience comprehension.
- Each part of the pie may be labelled with text, numbers, illustrations, and by colour.
- Pie charts show visual relationships between parts, adding to a sum of 100.
- A pie chart is most effective when one category significantly outweighs another.

2. How to Create a Basic Pie Chart

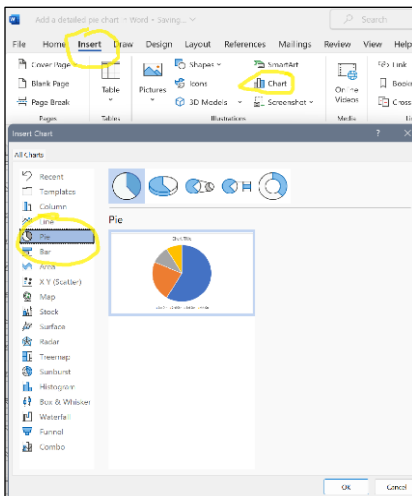
2.1 Step 1



Open Microsoft Word and create a new document by clicking on **New** on the right side of the screen or on the blank document to the right.

Figure 1: Create a new Word document

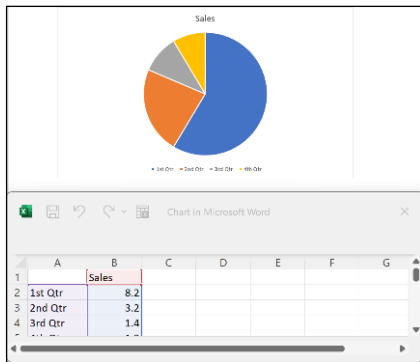
2.2 Step 2



On the new document, click **Insert** on the top tab section of the screen—choose **Chart**. A window will appear showing the types of charts to insert—choose the **pie chart** and click **OK**.

Figure 2: Insert a pie chart

2.3 Step 3



A pie chart will now open as well as a small Excel spreadsheet. Use the spreadsheet to enter identifying and numerical **data for each pie section**. This will label and alter the size of each section. Make sure your sections add up to 100.

Figure 3: A pie chart and Excel spreadsheet open to show data

3. How to Alter Pie Charts

Word offers more than one way to add detail and dimension to your pie chart to increase information transfer and reader comprehension. To modify a pie chart and change things like colour, data insertion, and format, etc., users can make changes in one of the four ways below:

- **click** once on the pie chart,
- **right click** the pie chart,
- **double click** the pie chart,
- use the **ribbon** for **Chart Design** and **Format tools**.

3.1 Click

Click the chart area to reveal **Chart Elements** option boxes on the right of the chart. Here, you can **change layout options, data labels**, change **preselected colour and style**, and alter the names and values of the **legend**.

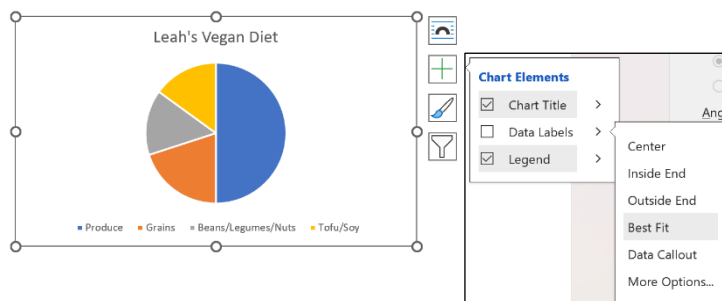


Figure 4: Chart Elements cascade to show more options

3.2 Right Click

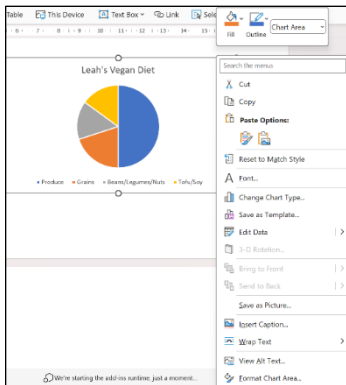


Figure 5: Right click to see chart formatting options

Right click your **chart** to reveal colour, Excel data, and other **format options** from a drop-down list.

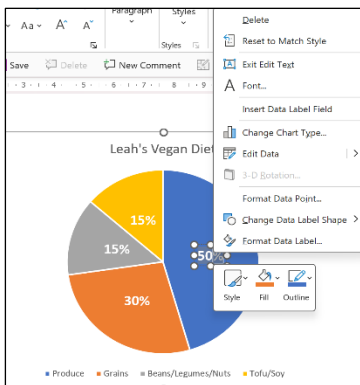


Figure 6: Text box options

Right click a **data label** will reveal **text formatting options**.

3.3 Double Click

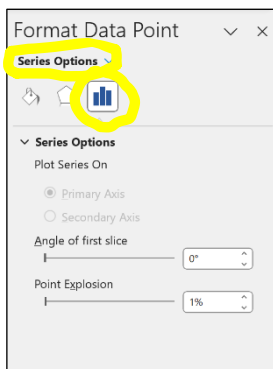
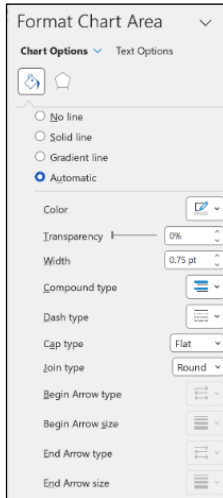


Figure 7: Data point options change pie sections

Double click on the pie chart itself or an individual pie section to reveal the **Format Data Point** options and control how pie sections look. **Angle of first point** spins the chart and **Pie Explosion** adds space between the slices.



Double click the chart to reveal the **Format Chart Area** for chart and text options.

Figure 8: Format chart options

3.4 Word Command Ribbon

The upper ribbon can also be used to alter your chart as one would using Word for regular tasks. Two chart-specific tools appear when the chart is clicked: **Chart Design** and **Format**.

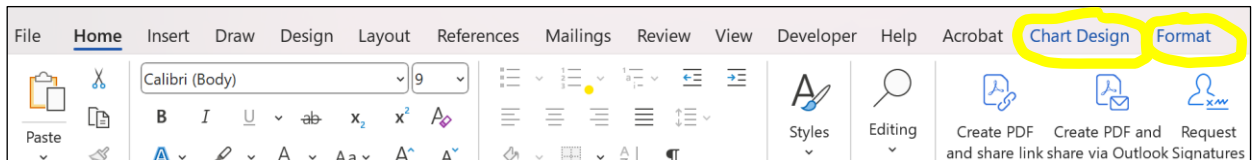


Figure 9: Design and formatting ribbon options

Chart Design gives preselected visual options for colour schemes, data, and layouts.



Figure 10: Chart Design options

Format gives users control over the visuals.

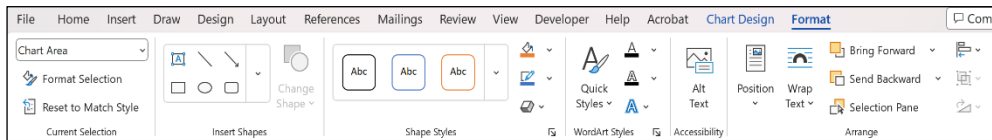


Figure 11: Format design ribbon

4. Other Actions

4.1 Change a Text Box

Click on the chart to show the four **Chart Element** boxes at right. Choose your action from the boxes or click directly on individual pie sections to highlight and change the data. Text boxes can be moved, and text and fonts changed to make the chart even more specific.

To further alter data, click individual text boxes, highlight text and use the formatting tools on the Home tab ribbon, or right click the highlighted text box to show a formatting dropdown list.

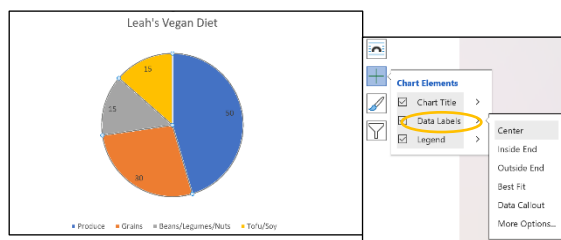


Figure 12: Example of Data Labels formatting

4.2 Change Background Colour

To change the background colour behind the chart, right click the pie chart. This reveals **Format Chart Area** options. Here the background colour, pattern, gradients, and transparency can be set. (Note: if the background colour changes, the font colours may need to change to improve readability.)

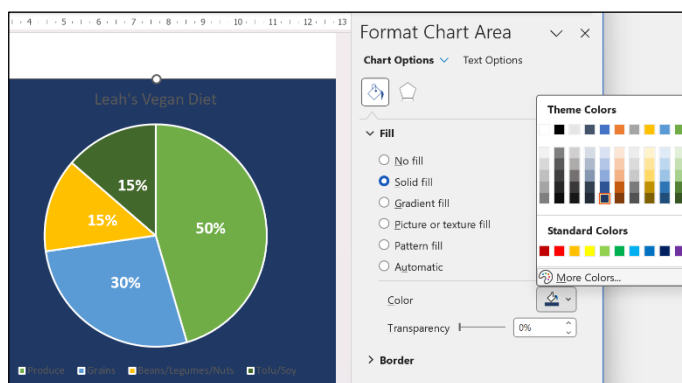


Figure 13: Changing the background colour can give contrast to highlight text data

4.3 Add Illustrations to a Pie Chart

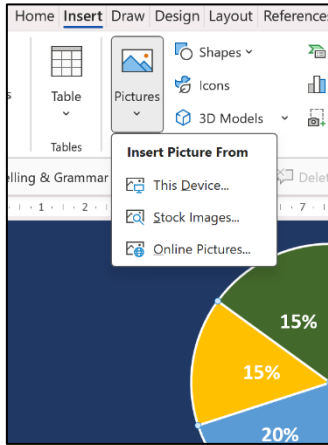


Figure 14: Pictures can add a new dimension to pie charts

To add illustrations to your pie chart, click **Insert** on the upper tab. Choose **Pictures** and choose where the image is located. In this case, we used Stock Images and Icons.

Once the picture has been chosen and clicked, the image will appear in the upper left corner of the chart. Double click it and a **Graphics Format** pane opens on the right. You can use these options or simply click the image and resize by dragging the edges. Use the 4-point cursor to move your object to the segment space.

5. Finished Product

The finished chart with options like background colour, contrasting text colour, illustrations, divided pie sections and a legend improve readability and increase audience comprehension.

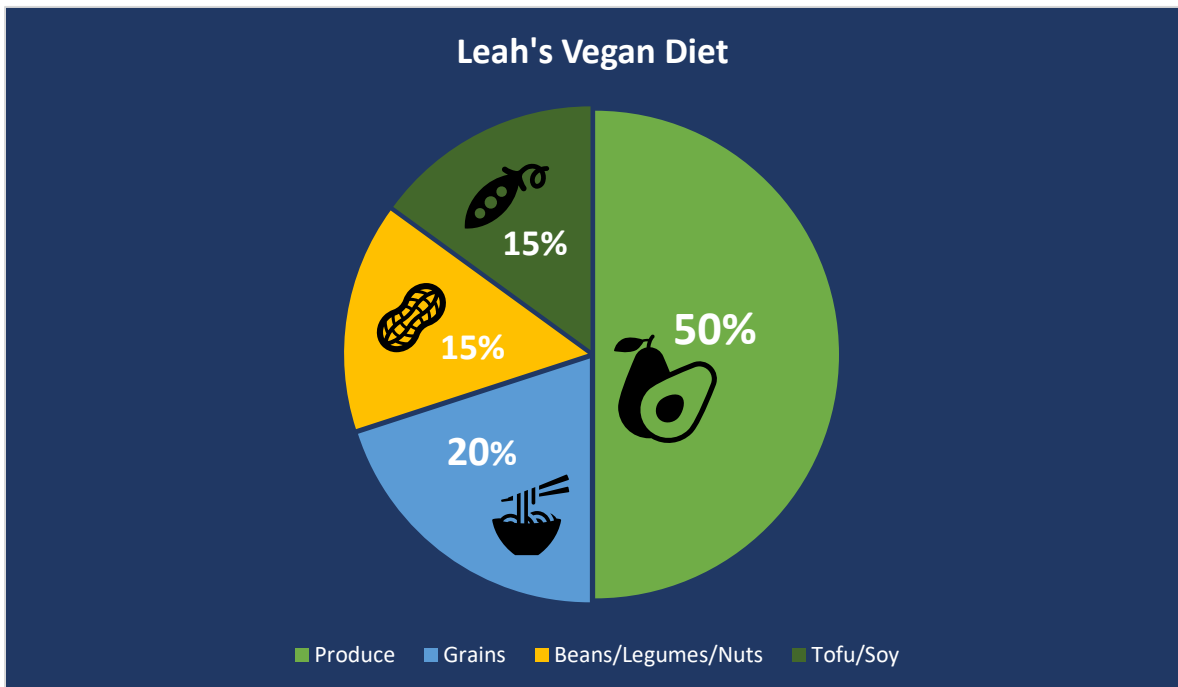


Figure 15: The finished pie chart using many Word chart options

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