I am going to show you how to illustrate your data. For this example, we are going to create a pie chart depicting the racial diversity of the youth who completed the pre-test survey. I had previously calculated a frequency count for the variable race. By reviewing my codebook I see that White was coded as 0, Black as 1, and so on. So I went ahead and typed in my labels in column AF. Next to that I copied the values associated with those labels.

Now I’m ready to create my chart. I place my cursor a couple of columns to the right side of my new labeled count, then go to the INSERT tab on the ribbon and select the down arrow under PIE. I’m going to select the 2nd option – the 2-D pie. Now if it covers up your data, you might want to move it over just a touch – you can just do that using your mouse button. Now I want to select my data. So I’m SELECT DATA icon and choose the box next to “Chart data range” like that. And then I’m going to use my mouse to drag and highlight both the labels and the values and hit ENTER – and my pie chart is there. And then Hit OK to exit the SELECT DATA SOURCE.

While you could stop here, I like to use a few other Excel features to label the slices of the pie and to prepare to copy it into my report. For instance, an important suggestion is you always have a title on any chart that describes the illustrated data, and also include the number of cases that were included. In our example, that would be 13 youth.

Excel has a couple of quick layouts that make this really easy to do. In the DESIGN tab, I go to the CHART LAYOUT section and click on the first one. I now have a text box where I can type in my chart title. To do this I double the click, then move my cursor to the beginning. I highlight it and delete the existing title, and type in the title I want. Figure 1: Race of Youth Surveyed N=13.

Now, personally, I also like to have the values outside the pie slices. To do this, I select my right mouse button on the PLOT AREA, and I “FORMAT [my] DATA LABELS”. Here are all my label options. For my LABEL POSITION, I want to have them at the OUTSIDE END. And I hit CLOSE. There’s my figure.

Now what happens if I prefer to have a column graph instead of a pie chart? Well, Excel makes that easy too – right click your mouse button and select “CHANGE CHART TYPE”. I’m going to choose a column, the first one, and while I may have some adjustments to do, such as I don’t want to have the label of race on both the upper and lower ends, it is very easy to go back and forth from pie to column.