Table of Counts for Categorical Data and Pie Charts in Excel 2016

You should already have the Excel tutorial file open.

1. Copy and paste the Superhero variable into a new sheet.
2. Select the column containing the Superhero data (including the variable name).
3. Select the Insert Tab, then select Pivot Table.
4. In the interface, choose ‘Existing Worksheet’ and enter a range of cells to put the table in (for example, c3:h12), and click OK.
5. In the Pivot Table interface that appears in the right side of Excel, drag and drop the title “Superhero” into the Row Labels box.
6. Drag and drop Superhero to the ‘Σ Values’ box (this will now display ‘count of Superhero’ in the box.)
7. To remove the “blank” row, click on the arrow next to ‘Row Labels’ and then uncheck the box next to “blank.”

The pivot table interface and final pivot table output should appear as follows once you have completed the above steps:

The pivot table can be formatted to display percentages instead of counts.

8. In the ‘Σ Values’ box, click on the arrow (or i on a Mac) next to ‘Count of Superhero’ and then click on ‘Value Field Settings’
9. Select the ‘Show Values As’ option.
10. Select ‘% of Grand Total’ and click OK

You can now use the Pivot Table to generate a Pie Chart.

11. Copy and paste the table you created lower in the sheet. Paste this copy as ‘values’ by right clicking where you want to paste, and from the ‘Paste Special’ menu clicking “Values.”

12. Highlight the names of the superheros and the counts from your table. Then go to Insert and select the first 2-D Pie chart option.

**Graph Formatting Instructions:**

13. Click the pie chart area to bring up the “Chart Tools” tab, then select the tab “Design.”

14. To change the overall appearance of the chart, click on “Quick Layout” and select the option with the percentages as data labels and the legend to the right.

15. To move the percentages, click on “Add Chart Element,” then “Data Labels” and “Outside End.”

16. Double click on the title of the chart to edit it.

This is what your final output should look like once you’ve completed steps 11-16: