

Paul Robbins training and consultancy

Spreadsheets for Accounting

Main Functions of Microsoft Excel

Pie Charts – Exercise 2

You work for a firm of accountants as a Finance Assistant. The Managing Partner is interested to know what qualifications staff members have and has asked you to investigate this and prepare a Pie Chart showing your results.

You have collated the results of your enquiries in the following table.

Qualification	Number of Staff Members
AAT	18
ICAEW	10
ACCA	9
CIMA	4
Other	6
None	3

Tasks

1. Prepare a Pie Chart to show visually the qualifications held by staff members. You should rename the worksheet 'Qualifications Held'.

2. In the same workbook, but using a separate worksheet, prepare a 3D Pie Chart using the same data as before. You should rename the worksheet 'Qualifications Held 3D'.

For both charts, add in the chart title 'Qualifications Held by Staff Members' and show the percentage figures within the Pie Chart.