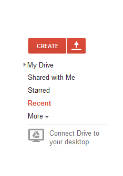
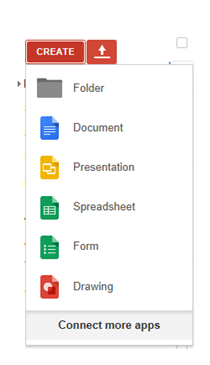
LMS Expo

How to create a pie chart using Google Drive

1. Open Google Drive
2. Click on the Create button in the upper left corner and select ‘spreadsheet’

1. Entering the Data:
   1. In the first column, enter the name of the language or ethnicity.
   2. In the second column, enter the percentage of people who speak the language or are of that ethnicity

Example:

|  |  |
| --- | --- |
| Language spoken in Spain | |
| Spanish | 50% |
| Catalan | 40% |
| Vasco | 10% |

1. Create the pie graph
   1. Select the ‘Insert’ tab on the top menu:
   2. Select ‘chart’
   3. Select ‘charts’ on the ‘Chart Editor’ page
   4. Choose one of the pie graphs (NOT the donut graph)
2. Customize the color and text of the pie graph.
   1. Select ‘Customize’ on the Chart Editor page
   2. Under ‘title’ type in the name of your chart as either:

‘Percentage of Languages spoken in (country name)’

OR ‘Percentage of Ethnicities in (country name)’

* 1. Customize the text and color of the title with the available options.
  2. Under ‘Legend’ select the drop down menu to decide where the legend will go on the chart
  3. Customize the text and color of the legend with the available options.
  4. Under ‘Background’ select a color background for your chart.
  5. When you are done customizing, click ‘insert’ at the bottom of the Chart Editor page.

1. Sharing your chart on Google.
   1. Click File and select ‘share’
   2. Type a name for your file using either:

‘language graph for (name of country) (your name)’

OR ‘ethnicity graph for (name of country) (your name)’

* 1. Click ‘share’
  2. On the ‘Sharing Settings’ page, place your cursor in the ‘invite people’ box at the bottom and type in: "Leona Hueser" <leona.hueser@bvsd.org>, and "Rebecca Bragg" [becky.bragg@bvsd.org](mailto:becky.bragg@bvsd.org)
  3. Click ‘Share and Save’ and then click ‘done’