Descriptive Statistics for Categorical Data and Pie Charts

You should already have the “Survey” Excel file open and the Race variable copied into a new sheet.

1. Select the column containing the Race data (including the variable name)
2. Select the Insert Tab
3. 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, check the race box. (This will add Race to the box called ‘row labels’.)
6. Drag and drop race (listed under the ‘choose fields to add to report box) to the ‘Σ Values’ box (this will now display ‘count of race’ in the box.)

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.

7. In the ‘Σ Values’ box, click on the arrow next to ‘Count of Race’ and then click on ‘Value Field Settings’
8. Select the ‘Show Values As’ Tab
9. In the drop down box, select ‘% of Column Total’ and click OK
You can now use the Pivot Table to generate a Pie Chart.

10. Under Pivot Table Tools, select Options
11. Select Pivot Chart
12. Select Pie, and choose the first Pie Chart option, click OK

Excel will create a Pie Chart, but you still need to do some formatting.

**Graph Formatting Instructions:**

13. Right click the pie chart and select ‘Add Data Labels’
14. Highlight the chart title and rename it Race Results

This is what your final output should look like once you’ve completed steps 10-14: