

- 1. Open your Charts workbook.
- 2. Insert a new tab and rename **M&M.** Give the tab a different color.
- 3. Insert a header with the title **M&M**.
- 4. Enter the labels and values below: (Bold labels)

	Α	В	С	D	E	F
1	M&M Con	nparison				
2						
3	Color	Bag 1	Bag 2	Bag 3	Total	Average
4	Blue					
5	Orange					
6	Red					
7	Green					
8	Brown					
9	Yellow					
10	TOTAL					

- 5. In cell A1, change the font size to 16pt.
- 6. Type your name in cell F1.
- 7. Change the page orientation to Landscape.
- 8. Click the Select All button and change the font to Times New Roman.

Data Collection

- 1. Count your M&Ms by color and record the information in the Bag 1 column of your table.
- 2. Visit two other students and record their results in the Bag 2 and Bag 3 columns.
- 3. Calculate the total of M&Ms in each bag. Use the SUM function for the totals in row 10 (Home>Editing).
- 4. Use the SUM function again, calculate the total of each color for all three bags.
- 5. Use the AVERAGE function to calculate the average number of each color in all three bags (Home> Editing). Decrease decimal to one decimal point (Home Tab>Number Group).
- 6. Format your spreadsheet using colors, different font sizes, alignments, cell borders, etc., to create an attractive spreadsheet. If you would like to add **M&Ms** pictures you can search Google for images. Be creative!

Pie Charts

- 1. Create a pie chart to show what percentage of your bag (Bag 1) each different color represents.
 - a. Give it a title and change the colors on the pie chart to represent the color of the M&M.
- 2. Select your chart and show the percentages for each color. (Chart Tools>Design>Chart Layouts>Add Chart Element>Data Labels>More Data Label Options>Check Category Name and Percentage)
- 3. Create a second pie chart to show the average colors for all three bags. Format like your first pie chart.
- 4. Resize charts so they fit onto one page.
- 5. Each chart should have a proper title.

Mr. Kurtz's Examples

