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

| - | A | B | C | D | E | F |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | M\&M Comparison |  |  |  |  |  |
| 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 16 pt .
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


