

M & M Spreadsheet

Materials: Package of M&M candy and Microsoft Excel.

Notes: Do not type the [square brackets]. They are simply there to indicate what you should type.



Instructions:

1. Launch Excel on your computer.
2. Save the file as [Candy Colors] in your Excel Projects folder.
3. Right-click the Sheet1 tab and then click Rename. Type in the new sheet name [M&M Colors].
4. In cell A1, type [Your Name's M&M Count]. Merge and Center cells A1:E1.
5. In cell A3, type [Color].
6. In cell B3, type [Quantity 1].
7. In cell A4 type [Yellow], in cell A5 type [Brown], in cell A6 type [Red], in cell A7 type [Blue], in cell A8 type [Orange], and in cell A9 type [Green].
8. Open your M&M package. Count the number of colored M&M candies you have for each color and type the amount in the range B4:B8. For example, if you have 5 brown, you would type 5 in cell B5.
9. In cell A10 type [Totals].
10. In cell B10, enter a formula to calculate the total number of M&M candies you had in your package. To do this, click cell B10 and then click the AutoSum button in the Editing group on the Home tab. The formula =SUM(B4:B9) should automatically appear in cell B10. Press Enter in your keyboard to accept this function.

Ask a Classmate

11. In cell C3 type [Quantity 2]. In cell D3 type [Quantity 3]. In cell E3 type [Quantity 4].
12. Ask three classmates for their quantity of colors they had in their package of M&M candies. Type in their amounts in the appropriate cells. For example, if the first classmate you ask had 3 yellow candies, you would type 3 in cell C4.
13. Enter totals for each column in the range C10:E10 by using the AutoSum feature from step 10.
14. Format the worksheet by changing the font, font colors, font size, and column widths.

Pie Chart

15. Select the range A3:B9 (DO NOT SELECT THE TOTALS).
 16. Go to the Insert tab, in the Charts group, click the Insert Pie Chart or Donut Chart button.
 17. Select the 3-D pie.
 18. Move the chart to a blank area of the worksheet.
 19. Change the chart title to [My M&M Count].
 20. Select each pie slice individually and change the fill color to the corresponding color. For example, the count for yellow M&Ms will be yellow.
 21. Click the Add Chart Element button on the Chart Design tab in the Chart Layouts group. Point to data labels and click Outside End.
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Column Chart

22. Select the range A3:E9.
 23. Go to the Insert tab, in the Charts group, click the Insert Column or Bar Chart button, and select 2-D Clustered Column.
 24. Move the chart to a blank area of the worksheet.
 25. Enter the chart title [Class M&M Count].
 26. Pick a different Chart Style from the Chart Design tab, Chart Styles group.
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Bar Chart

27. In cell F3, type [Total Colors].
 28. In cells F4:F10, use AutoSum to calculate the total of each color of M&M.
 29. Select the range A3:A9, hold down the Ctrl key on your keyboard, and then select the range F3:F9.
 30. Go to the Insert tab, in the Charts group, click the Insert Column or Bar Chart button, and select 2-D Clustered Bar.
 31. Move the chart to a blank area of the worksheet.
 32. Change the chart title to [Total Class Colors].
 33. Pick a different Chart Style from the Chart Design tab, Chart Styles group.
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Print the Worksheet

34. Save your workbook and then press [Ctrl]+[P] to go to print.
35. Change the orientation to Landscape.
36. Change the No Scaling to Fit Sheet on One Page.
37. Print one copy and turn in.

