1. Open Excel
2. Type the title (Your Name)’s CBA M&M Activity
3. Your column headings should be
   1. B:2 Prediction: Colors in Bag,
   2. C:2 Prediction: Percent of Bag
   3. E:2 Actual Colors in Bag
   4. F:2 Actual Percent of Bag
4. In A3:A8 put the colors of M&Ms.
5. In A9 Put Total
6. In B:9 predict how many M&Ms you think are in your bag.
7. In A4:A9 put your predictions of colors in the bag.
8. In C3 type the following formula =B3/$B$9---The dollar signs are to tell the computer that this number won’t change. It is a absolute cell reference and we will discuss this later.
9. Fill the formula through C8.
10. Use auto sum to total the Prediction percent. It should equal 100.
11. Open your M&Ms bag, count the number of each color and record it in E3:E8
12. Use auto sum in E9 to get the total
13. IN F3 enter this formula =F3/$E$9 and copy the formula down. Use autosum on F9 to find the total which should be 100%
14. Select A3:B8
15. From the ribbon choose insert and column and the 1st choice from second row.
16. Select A3:A8 and E3:E8, use the same steps to create the same kind of graph
17. Format the charts by going to chart tools and chart layouts. Choose the third row, 2nd column. Give your charts titles and use the fill button to change the bars to appropriate colors.
18. Format the rest of the document but using merge and center on the titles, changing fonts and font sizes, colors. Use lines, make your document look better than mine.