M & M SPREADSHEET ACTIVITY

1. Open Excel
2. From the S:drive, open the file for your class. (Period 3, 5, 6, 7, etc.)
3. Add the title “M & M Spreadsheets” to the first row of your spreadsheet. Format the title with a larger size font. Merge and Center your title across Columns A – F.
4. Starting with Cell B2, title each column with the M & M colors. (Green, Brown, Yellow, Red, Blue) Format appropriately. Center column headings.
5. Open your bag of M & M’s carefully. DO NOT EAT THEM YET!!
6. On the row beside your name, insert the number of each color M & M’s that are in your bag. If you do not have any of a certain color, put 0 (zero).
7. Once you get your M & M’s recorded, tell me your numbers. I will enter them on a spreadsheet visible on the screen.
8. You may begin to watch the screen for fellow student’s information and record their numbers on your spreadsheet.
9. You will fill in your entire spreadsheet with M & M colors.
10. Determine the Total for EACH color. (Use a function)
11. Determine the Average for each color. (Use a function)
12. Determine the Minimum for each color. (Use a function)
13. Determine the Maximum for each color. (Use a function)
14. Rename the Sheet 1 tab “M & M Spreadsheet.”
15. Create a 3-D Pie graph using your totals. Since the cells you need to include are not adjacent, (colors and totals) remember to use the CTRL key to select necessary information. Place the graph on a NEW SHEET.
16. Each section of the pie should be the color of its category. For example, the section of the pie representing the green M & M’s should be green, etc.
17. Format data labels to include the **percentages** of colors.
18. Make sure each color is labeled with the category name (Green, Brown, Yellow, etc.)
19. Explode the chart so that each section is pulled away from the others.
20. The title of the Pie chart should be M & M Pie Chart.
21. Rename the sheet tab “Pie Chart”.
22. Save your spreadsheet as Yourname M & M Spreadsheet Your class period.
23. Submit through Moodle.