# 3 Excel Lessons – 3A    Graphing M & M Bag of Candy

1.  Go to Page Layout -  Page Setup – Header / Footer – Custom Header
    a.  Left Section Type in your name & Grade  Right Section  click on the date (OK)
2.  Cell A1 Type in M & M
3.  Cell A4 – A8 type in the colors
4.  Cell B4 – B8 type in the number of M & M per package.
5.  Click on Cell A4 down to B8
6.  Click on Insert Column and then 3D
7.  High light the chart you just made and move it to the left.
8.  Double click on Red and then change the color to red.  If you do not double click all of the bars will be highlighted and end up as the same color.
9.  Double click on Brown and change the color to brown.
10. Repeat for all colors.
11. When you are finished go to Page Layout then Setup and Preview and make sure your spreadsheet is only on one page to print.
12. Save first then Printout and turn in for a grade.