

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

1. Housekeeping: Go to Page Layout– **Header / Footer** – Custom Header
 - a. Left Section Type in your Name & Grade Right Section click on the date 3 spaces & Time (OK) Click on the tab **SHEET** and then click on Gridlines and Rows and column headings. (OK)
 - b. Change the layout orientation to Landscape.
2. Go to the Home Ribbon and Place the cursor in Cell A1 Merge Cells A1 --- C1.
3. Cell A1- C1 Type in M & M Graph.
4. Cell A4 – A8 type in the names of colors. Cell B4 – B8 type in the number of M & M per package.
5. Click on Cell A4 down to B8
6. Chart: Highlight Cell A6 – Cell B11 Go to Charts and choose the first one column 3D.
7. High light the chart you just made and move it to the left.
8. Double click on Red wait 3 seconds and click again and then change the color to red. Repeat this same procedure for all other M&M colors.
9. When you are finished go to Layout then Preview and make sure your spreadsheet is only on one page to print.
10. Save first then Printout and turn in for a grade.
11. If you are good create a pie chart and place it just to the right of the bar chart so you have two charts. Use same logic you used for the bar chart.

