8 EXCEL LESSON 8 M&M PIE

You must **follow directions** and create a Pie Chart

1. Open up Excel
2. Go to Page Layout - Page Setup – Header / Footer – Custom Header
   a. Left Section Type in your name & Grade Right Section click on the **Date & Time**   (OK)
3. Immediately save this in your folder as EXCEL 8 PIE
4. Merge & Center your name In A1 – C1
5. Merge & Center M&M PIE CHART
6. Starting at CELL A4 TYPE IN THE COLOR M&M and CELL B4 TYPE IN THE NUMBERs
7. Repeat the information above looking at the data on the chart to the right.
8. Place your mouse in Cell A4 highlight to Cell C7
9. Chart
   a. Insert – Then Click on Pie Chart
   b. Choose last one listed (Exploded 3D)
   c. ==Add Data Labels== – Right Click on one of the parts of the Pie
   d. Choose Add Labels
   e. Click on one of the numbers – Size of font change this to ==18 Bold.==
   f. Right click on each part of the Pie and make that section the same color as indicated in the spreadsheet.
   g. Place the mouse on the inside of the chart and RT click the mouse and change the background texture to ==stationary.==
   h. Place the chart under the columns of M&M so the chart is embedded. (Embedded means both chart and spreadsheet will printout together.
10. Go to Page Layout – Page Setup – Sheet – Click on ==Gridlines== and ==Row== and ==column== headings
11. Save to your folder as ==EXCEL 8 PIE== then printout and turn in for a grade.

	A	B	C	D	E	F	G	H
1	Your Name Grade							
2	M&M PIE CHART							
3								
4	Red	10						
5	Blue	8						
6	Green	6						
7	Brown	14						