6 EXCEL LESSON – Picture Graph Microsoft Office 2013-16

1. In Cell A1 Merge to C1 & Center then type in Your Name
2. Use the chart below to type in the different color M&Ms and numbers in Colum's listed. Highlight A1 through B6 and place a border.
3. Create a folder on your computer called M&M
4. Count the M&Ms and place them on a piece of paper organized by color.
5. On the web page right click on the color M&Ms you have and download it to the folder on the computer under Pictures called M&M
6. Highlight cells A2-B6 Go to Insert and look for the little 3-column chart. Click on it and then scroll down to 3D Column.
7. Click on the first color twice so you are only placing a picture in that column. You should notice little handles around only that column.
8. Right click with the mouse and look for the fill bucket and choose picture. Click n browse and look in the folder you just created for your M&Ms. You will see one large M&M appear.
9. Right click on the column again and scroll down to "Format data point" You should notice a table open up on the right side of the page. Click on the bucket and then scroll down to Stack and Scale with --- Change the unit to 2.
10. Repeat this procedure starting with 7 – 9 for the other columns until you have color images for all your M&Ms.
11. The picture of M&M is required in this lesson but in others graphs you will use other relative photos. Give the Chart Tile Your name & M&M.
12. Right click on the labels and vertical lines make labels 10 & bold and the lines black.
13. Place the chart under the column in column so the chart is embedded. (embedded means both chart and spreadsheet will printout together.
14. Go to Page Layout - Page Setup – Header / Footer – Custom Header
15. Left Section Type in your name & Grade Right Section click on the date & space then Time. (OK) again
16. SAVE YOUR LESSION. If the printers are connected we can print this out.
    a. Go to file and save as