

Business Technology I

Excel

Charting with M&Ms

Part I: Gathering Information

Write down the following information:

1. There are approximately 55 candies per bag of milk chocolate M&Ms. Using this fact, *estimate* how many of each candy will be in your bag of M&Ms.
2. Each bag of M&M'S Milk Chocolate has approximately: 24% cyan blue, 20% orange, 16% green, 14% bright yellow, 13% red, 13% brown
3. Count the number of each color of M&M in your bag.
4. Obtain color count numbers from **three** other individuals in the class.

Part II: Creating Spreadsheets –

Spreadsheet #1

1. Start a new file in Excel – save as **lastname-MMs**
2. Create a spreadsheet showing the estimated and actual number of M&Ms found in your bag. Separate by color (hints: colors should be in Column A)
3. Calculate the total M&Ms estimated and found in your bag –use a function
4. Calculate the percentage of each color that is found in your bag.
5. Include the percentages of an average bag of M&Ms listed in Part I
6. Rename this sheet tab to **M&M1**
7. Include an appropriate main heading and column headings
8. Format the spreadsheet using your **Spreadsheet Formatting Guidelines**
9. Wrap column headings where necessary
10. Body Text should be size 14
11. Include appropriate borders – remember no borders around main headings or empty cells.
12. Change Row Height appropriately – remember to middle align