 **SKITTLES WORKSHEET**

Create a worksheet using the information obtained from your package of Skittles.

1. Open up a blank Excel workbook. On the Insert ribbon, select Header/Footer. Click on Insert Footer at the bottom of the worksheet. Type in your name and class period. Change the font to a readable font of your choice.
2. In cell A1, type your name Skittles (Example: Mary Smith’s Skittles). Bold it and change the font size to 28.
3. In cell A2, type in your class period. Bold it and change the font size to 20.
4. Select cells A1:L1. Click on the “Merge and Center” button on the Home ribbon.
5. Select cells A2:L2. Click on the “Merge and Center” button on the Home ribbon.
6. Type the word “Color” in cell A4, “Number” in cell B4, and “Percent” in cell C4. Bold all three and change the font size to 16.
7. Highlight row four by clicking on the 4 at the left of the row. On the Home ribbon, select Format Auto-fit Column Width.
8. In cells A5, A6, A7, A8, and A9, key in the colors of Skittles. (i.e. Red, Yellow, Orange, Green, and Purple)
9. In cell A10, type the word “Total”.
10. In Column B, enter how many of each color of Skittles you have in your package.
11. Use the “AutoSum” (Σ) button to add up the total. The answer should go in cell B10.
12. Figure the percent that you have of each color. In cell C5, enter a formula that will calculate the percentage of each color (=B5/$B$10). Use the fill handle (skinny + sign in the bottom right corner of the cell) to copy the formula all the way down to C10. Make sure to include the “Total” row. Select column C and click on the Percent Style (%) on the number section of the Home ribbon.
13. Highlight and change each font color in column A to match the word.
14. Center the numbers in cells B5:C10.
15. To sort the worksheet by color, select A4:C9. Go to the Data ribbon and click on the Sort button. Make sure that “My data has headers” **IS** selected. In the “Sort By” box, select Color (Column A).
16. Create a pie chart showing the data by doing the following:
	1. Select the color column (A4:A9). Hold down the CTRL key and select the percent column (C4:C9).
	2. Go to “Insert” and select the first 3-D pie chart.
	3. Change the title to your name Skittles (Example: Mary Smith’s Skittles).
	4. Resize the chart and place it to the **right** side of the data. Make sure it looks nice.
17. Copy and paste the data table (including titles Color, Number, and Percent) in cell A20. Don’t include your name and period from rows 1 and 2.
18. Sort the copied version by the Number column (Column B). See step 17 if you can’t remember how to do this. Your table should be in a different order now.
19. Use Page Layout to change the orientation to landscape.
20. Use print preview and make sure **everything** fits on **one page** and print.
21. Go the Formulas ribbon and select show formulas. Select **just** your tables. Select Print Selection and click Print again. Save your file before you press close.

***Eat the data!***