



CANDY SPREADSHEET

1. Open up Excel & create a worksheet using the information listed below step-by step. Your teacher will give you candy to help fill out the worksheet.
2. You will save the workbook as **Candy**.
3. Change the font to a style of your choice (make it readable): **Adjust your column widths as needed.**
4. In cell **A1** type the title - **Candy Spreadsheet**, change the **font size** to **28** and **bold** the text.
5. In cell **A2** type your **first and last name**, change **font size** to **20** and **bold** the text.
6. In cell **A4** type "**Color**", **font size** to **16**, and **bold** the text.
7. In cell **B4** type "**Number**", **font size** to **16**, and **bold** the text.
8. In cell **C4** type "**Percentage**", **font size** to **16**, and **bold** the text.
9. In cells **A5, A6, A7, A8, A9** type each of the candy colors.
10. In cell **A11** type "**Total**" and **bold** the text.
11. In cells **B5, B6, B7, B8, B9** type the number of candies you have of each color.
12. In cell **B11** use a **Formula** or **Function** to total the number of candies you have.
13. In cell **C5** enter the Formula $=B5/BS$11$ to figure the percentage.
14. Use the **fill handle (+)** to copy the formula from **C5: C9** for the remainder of the colors.
15. Change **Column C** Number Format to **Percentage Style** with **0** decimal places.
16. Use the fill color in cells **A5, A6, A7, A8, A9** to change the shading to match the color of the candy.
17. Select the numbers in cells **B5:C9** and **center** the numbers.
18. **Sort** the worksheet **alphabetically** by the **color name** (select the three columns–do not include the total–just **A4:C9**). Go to **Data** ribbon and click the **Sort** button. Make sure that "**My data has headers**" is **SELECTED**. In the "**Sort By**", Select **Color** (Column A).
19. Resize the columns **if necessary** so everything fits.
20. Insert a **pie chart** showing the data by doing the following:
 - a. Select the color column (**A4:A9**). Hold down the CTRL button and select the percent column (**C4:C9**).
 - b. Go to "**Insert**" and create a **3-D pie** (the first one in that section).
 - c. Double click on the title, and type **your name Candy** (Example: Kathie's Candy) as the title.
 - d. Place and size the chart so it looks nice to the **right** side of the data.
21. Select cells **A1:C1**–click on the "**Merge and Center**" button.
22. Select cells **A2:C2**–click on the "**Merge and Center**" button.
23. Use **Page Layout** to change the orientation to **Landscape**.
24. **Save** the workbook again as **Candy** in your **Z:/Digital Literacy/Excel** and submit it on Canvas under Excel Activity.

Eat the data...if you haven't already!

Essentials: Save, Insert, Column/Row fit, chart, number format