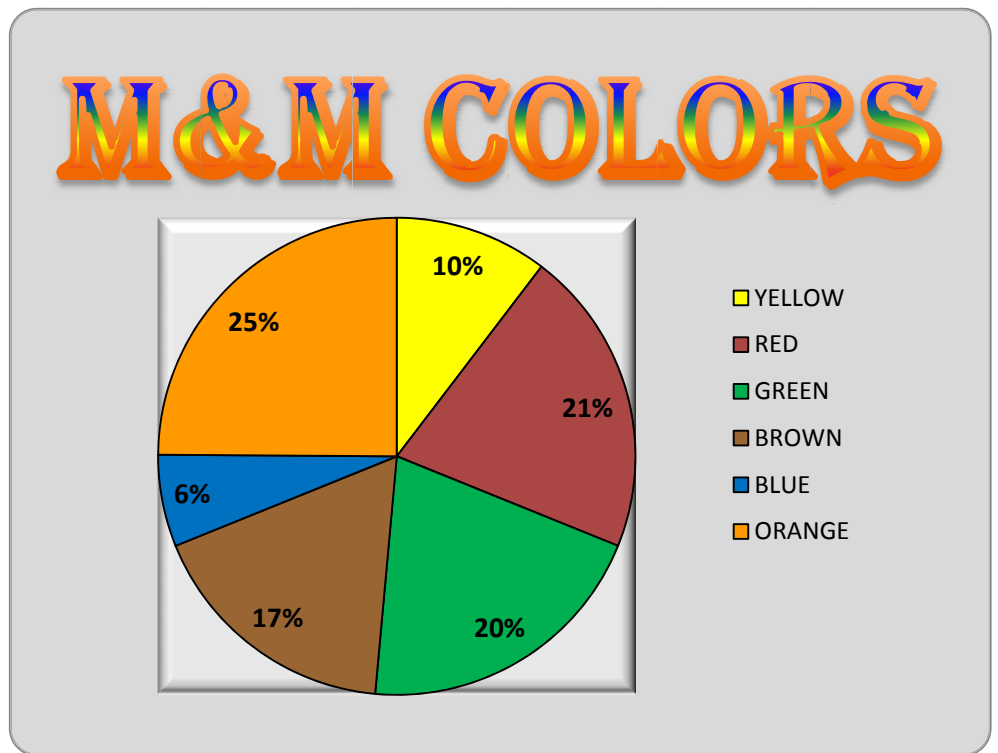


Creating the M&M Chart

M&M'S		
YELLOW	25	10%
RED	50	21%
GREEN	49	20%
BROWN	42	17%
BLUE	15	6%
ORANGE	60	25%
	241	100%



STEP BY STEP DIRECTIONS FOR CREATING THE M&M CHART

- Step 1 Enter Row and Column Heading in Row 2
- Step 2 Insert Row and Enter Title (Merge three columns)
- Step 3 Enter data
- Step 4 Enter formula into C Column (=B3/B9)
- Step 5 Copy down the column
- Step 6 Notice how the Cells advance
- Step 7 Right click column C / Format Cells / Number / Percentage
- Step 8 Click Insert Tab
- Step 9 Highlight data (A1-B10) (Hide column B)
- Step 10 Click Insert/Charts/Pie
- Step 11 Choose your style
- Step 12 Click to select Chart Area / Right Click / Format Chart Area
- Step 13 Fill / Solid / Choose color
- Step 14 Right Click Data / Format Data Series
- Step 15 Fill / Picture or Texture Fill
- Step 16 Format Data Fields / Right Click / Home / Change font color
- Step 17 Click Vertical (Value Axis) / Home / Change font color
- Step 18 Click Horizontal Category Axis / Home / Change font color
- Step 19 Right Click Chart / Move Chart / New Sheet