# Candy is Dandy Spreadsheet Project

**Name:** _____ **Date:** _____

Directions: In this activity, you will use formulas, functions, and charts to show the data of each color of M&M/SKITTLES in one bag. All of the details you will need to complete the project are provided in the instructions below.

Project Instructions
1. Record the number of each color of M&M/SKITTLES in your bag on your data sheet.
2. Exchange data with 3 other people and record their names and data on your data sheet.
3. Create a new spreadsheet based on the sample data table. Make sure to include a title for your spreadsheet.
   a. Insert a header that includes your name, period, and date.
   b. Insert footer with Candy is Dandy Spreadsheet Project.
4. Color the cell labels the color of the M&M/SKITTLES they represent.
5. Find the Total, Average, Max and Min for the data collected. Remember you will not want to include certain values in your functions.
6. Create a set of sparklines representing your data collected. Remember you will not want to include certain values in your sparklines.
7. Create a pie chart using the average numbers of each color in the bags. Be sure to give your chart a title. Include labels and percentages. Change the color of each pie slice the color of the M&M/SKITTLES it represents. Move chart to a separate sheet.
8. Create a column chart using the number of each color in your bag. Be sure to give your chart a title. Add Labels the x- & y-axis correctly. Include the values (data labels). Change the color of each bar to the color of the M&M/SKITTLES it represents. Move chart to a separate sheet.
9. Report your findings to the M&M/SKITTLES Company. You will write a block-style business letter to the company. The greeting should be: To Whom It May Concern. The inside address should be:
   M&Ms: Consumer Affairs Department, Mars, Incorporated, 3885 Elm Street, McLean, VA 22101
   Skittles: Consumer Affairs Department, Wrigley's Manufacturing Company, 2800 IL-47, Yorkville, IL 60560
   The Writer's Name and Address should be:
   Your Name
   Student, Warner Robins High School
   401 South Davis Drive
   Warner Robins, GA 31088
10. Your letter will have 3 paragraphs:
    a. Paragraph #1 Describe the project
    b. Paragraph #2 Describe your findings (refer to the charts you made)
    c. Paragraph #3 Ask questions or make observations
11. When you are finished you should print your spreadsheet (results & formulas), pie chart, bar chart, and letter. Make sure you have included a header with your name, date and period on each document. Staple all pages in order listed above with the rubric on the front.

## M&Ms/Skittles Data Table

Data Table: Count each color and record it in the table. Get data from 3 other students.

| Colors | Your Data | Student #1 | Student #2 | Student #3 |
|--------|-----------|------------|------------|------------|
|        |           |            |            |            |
|        |           |            |            |            |
|        |           |            |            |            |
|        |           |            |            |            |
|        |           |            |            |            |
|        |           |            |            |            |

# Candy is Dandy Spreadsheet Project

**Name:** _____ **Date:** _____

Directions: In this activity, you will use formulas, functions, and charts to show the data of each color of M&Ms/Skittles in one bag. All of the details you will need to complete the project are provided in the instructions below.

| Possible Points | Assessment/Skill Items | Student | Teacher |
|---|---|---|---|
| 5 | Header with Name, Date & Period on each document | | |
| 25 | 2 Spreadsheets – Formatted Correctly<br>One that shows the results & One that shows the formulas | | |
| 25 | Pie Chart – Formatted Correctly | | |
| 25 | Bar Chart – Formatted Correctly | | |
| 22 | Proper formatting for Business Letter is applied See Check Sheet Below | | |
| 18 | Letter addresses appropriate subject and is written with clear intentions | | |
| 10 | Documents are spell checked and proofread for no grammatical errors (-2pts each error) | | |
| 5 | Documents are saved correctly and printed out | | |
| 5 | Documents are attached to the back of the rubric and turned in | | |
| 5 | Rubric is filled out correctly | | |
| | Totals (145 points) | | |

**Proper Business Letter Formatting (2 pt. each):**
_____*Block Style (Everything against left margin-Do not tab to begin paragraphs)*
_____*Dateline (Ex: January 11, 2008)*
_____*QS after Dateline*
_____*Letter Address (Name, Street Address, City, State, Zip)*
_____*DS after Letter Address*
_____*Salutation (Appropriate)*
_____*DS after Salutation*
_____*Body of Letter (SS paragraphs, DS between paragraphs)*
_____*Complimentary Close (Appropriate)*
_____*QS after Complimentary Close*
_____*Writer's Name*