

Skittles Project

1. Create a new spreadsheet in your **Spreadsheets** folder. Title it **Skittle Project - last name**.
2. Merge cells A1:F1. Type **Skittles Project**.
3. Merge cells A2:F2. Type your **first and last name**.
4. Cell A4, type **Quantity**. Bold.
5. In cell B4, type **Color**. Bold.
6. In cells B5:B9, type the **colors of the Skittles** in the order they appear in a rainbow. *Hint: ROY G. BIV*
7. In cells A5:A9, type in the **amounts of each color of Skittle**.
8. Select the range A4:B9 and sort in ascending order by Quantity. (Data > Sort Range...)
9. Cell D5, type **Total Skittles**. Bold.
10. In cell E5, use a function to calculate the total number of Skittles.
11. Cell D6, type **Most Skittles**. Bold.
12. In cell E6, use a function to determine the most Skittles of one color.
13. Cell F6, enter a function that will display the name of the color with the most amount of Skittles.
14. Cell D7, type **Least Skittles**. Bold.
15. In cell E7, use a function to determine the least Skittles of one color.
16. Cell F7, enter a function that will display the name of the color with the least amount of Skittles.
17. Cell D8, type **Average Skittles of Each Color**. Bold.
18. In cell E8, enter a function to determine the average amount of Skittles of all the colors. Format this cell to display 1 decimal place.
19. Change all fonts to **Trebuchet MS**.
20. Heading and Name (cells A1 and A2) should be size 16 pts., bold, and center-aligned.
21. The rest of the data should be size 12 pts. and **numbers** should be center-aligned.
22. Change all column widths to display all of the text and numbers.
23. Put the corresponding color for the fill color in the cell backgrounds of cells, A5:B9, and D6:F7.
24. Put borders around the outside of the range of cells A4:F9.
25. Select cell A4. Create a column chart.
 - a. On the **Chart Types** tab,
 - i. Select the **Switch rows/columns** option
 - ii. Make sure that the first column chart type is selected
 - b. On the **Customization** tab,
 - i. Change the title to Skittles
 - ii. Delete the legend
 - iii. Change the **font** to Wide
 - iv. Change the **background color** to Light Gray 1.
 - v. Under **Axis**, change the **Axis Label** to be None.
 - vi. Under **Series**, change the **column colors** to the appropriate color of the Skittle it represents. Also, add a **value data label** to each column. You can also do this step after your chart is inserted.