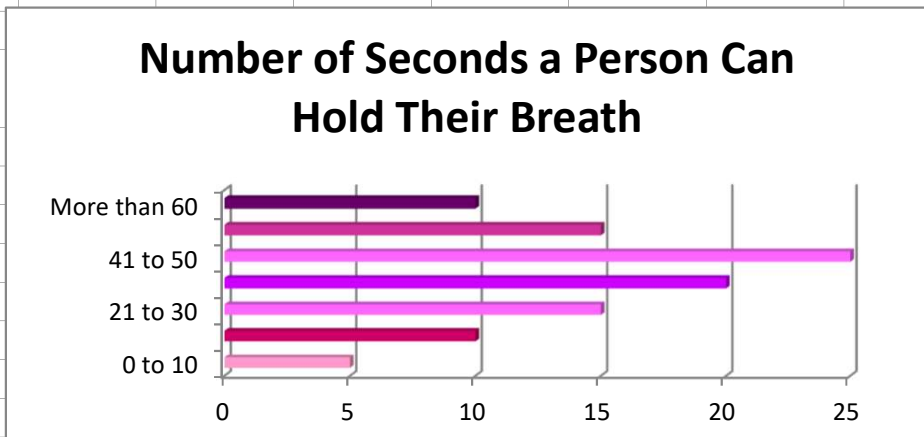
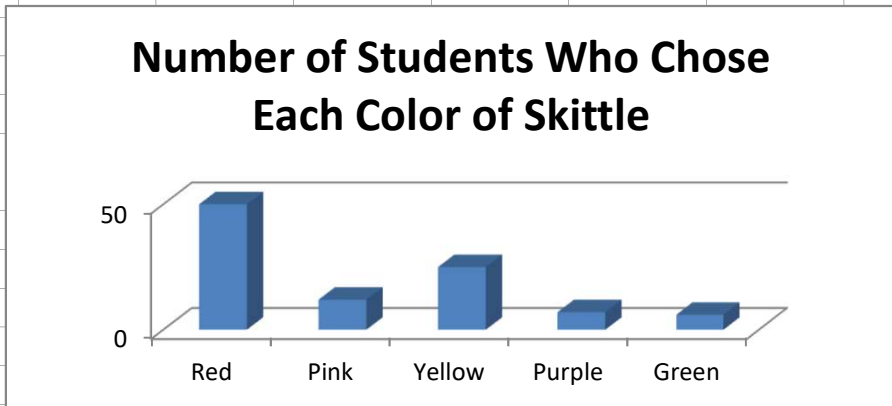



	A	B	C	D	E	F	G	H	I	J
1	Student name									
2	Class period									
3	Beginning Graphs									
4										
5	Color	Number of Students Who Chose Each Color of Skittle								
6	Red		50							
7	Pink		12							
8	Yellow		25							
9	Purple		7							
10	Green		6							
11		AutoSum B6:B10								
12										
13	Seconds	Number of Seconds a Person Can Hold Their Breath								
14	0 to 10		5							
15	11 to 20		10							
16	21 to 30		15							
17	31 to 40		20							
18	41 to 50		25							
19	51 to 60		15							
20	More than 60		10							
21		AutoSum B14:B20								



Directions: Formatting your page and entering data

1. Page Layout --> Orientation --> Landscape.
2. Page Layout --> Margins --> Custom Margin. Change the top, bottom, left and right to .25
3. Enter the data.
4. B5 and B13 need Wrap Text (Home --> Alignment Group --> Wrap Text). You will need to widen column B.
5. AutoSum B11 and B21.

Directions: Creating your Graphs

1. Select A5 through B10.
2. Insert--> Charts Group --> Find the "Insert Column or Bar Chart". Select 3D Column. 
3. Click the "Red" column 1 time. Click it 1 time again (If you double click quickly, you will select all of the columns).
4. Home Tab -->Paint Bucket, and choose the color Red. Change the color of the other columns to match their name.
5. Highlight A13 to B20 and create a BAR GRAPH. Change the colors to different shades (dark, light, med) of the same color.
6. **Reduce graphs so that everything fits on 1 page.** Double Check before Printing that it is one page!
7. Print and turn in. Return these instructions to the tray.