

Follow these instructions to make your Excel M & M Chart.

1. Enter your chart title in C1.

B	C	D
	Ollie's M&M Chart	

2. Click in cell C1 and drag mouse to H1. In the Home tab, alignment group, find and apply "Merge and Center" to the title.

C	D	E	F	G	H
Ollie's M&M Chart					

3. With the title still selected, on the Home tab, Font group, apply a new font color, font size and font style.

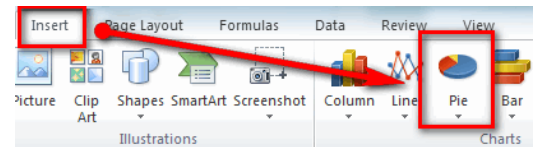
4. Enter the color labels in column A starting with cell A3. Enter the M&M quantities in column B starting in cell B3.

	A	B
1		
2		
3	Red	10
4	Blue	8

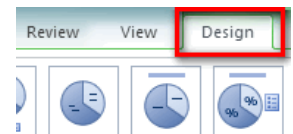
5. Click in cell A3 and drag mouse down to select all the colors down to cell A7. Continue to drag across to select all the numerical values on column B.

	A	B
1		
2		
3	Red	10
4	Blue	8
5	Green	6
6	Brown	14

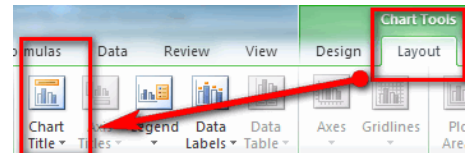
6. Create a pie chart. Go to **Insert** tab > Charts group > Pie > 3D Exploded Pie.



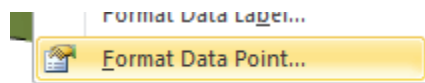
7. Format the chart. Click to select the chart. Go to **Design** tab > Chart layouts group > choose a chart layout that will produce numbers and labels on the pie pieces.



8. Add a Chart Title. Click on the chart. Go to **Layout** tab > Labels group > choose Chart title "Above Chart". Enter your chart's title.



9. Click once on the chart. Click a second time on an individual chart piece to select it for a color change. **Right click on the selected chart piece** and choose **Format Data Point**. Go to Fill > Solid Fill > Color. Choose a color for your chart piece. Repeat process for each chart piece.



10. Deselect the chart. Go to Print preview. The chart may be partially cut off if it overlaps column I or J. Choose Page Setup and change the layout to landscape. Print.

