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INTEROFFICE MEMORANDUM

TO: WORD PROCESSING STUDENTS
FROM: M&M CORPORATE OFFICE
SUBJECT: THE M&M REPORT
DATE: 11/16/10

M&M has hired you to do some R&D (research and development) for them. Since M&M realizes that they can get better results faster, by having multiple teams, they have coordinated their correspondence into explicit groups. Each team is made up of multiple individuals. Each team has specific directions on what they are to accomplish. You are part of the _____ team. You and your teams' duty are to count the number of M&Ms in your designated bag. Then see how the colors of the M&Ms are distributed. Record this data in the table below:

Type:	Number in Bag
Green	
Blue	
Orange	
Yellow	
Brown	
Red	

After you have accomplished your task contact the appropriate teams to fill in the chart below. Your team will contribute your piece as the other teams will contribute theirs.

Amount Per Bag			
	Peanut	Plain	Peanut Butter
Green			
Blue			
Orange			
Yellow			
Brown			
Red			

Name: _____

Hour: _____



The M&M Report

Once you and your team have compiled all of the necessary data, M&M corporation needs a data file created in an Excel document by each team member, that contains all of the below information:

- _____ 1 Spreadsheet with data on Your Teams Bag of M&M's Color Distribution
- _____ 1 Spreadsheet with a Summary of all three types of M&M's Color Distribution
- _____ 1 Sheet with a Pie Chart on Your Teams Bag of M&M's Color Distribution
- _____ 1 Sheet with a Bar Chart Summarizing all three types of M&M's Color Distributions

****Print copies showing formulas for both data sheets (press Ctrl ~)****

Data Sheets and the Summary Page should include all of the following:



Type of M&M



List of Colors



Number of each color per bag



Percentage of each color per bag

- o Format cell to round percentage to nearest tenth



Total of M&Ms in each bag



Largest and Smallest Count



Shade any color with over 20% distribution per bag Yellow



Eye Appealing



Pie Charts and Summary Bar Chart must include the following:



Color coordinated



Clearly labeled



Title



Eye Appealing



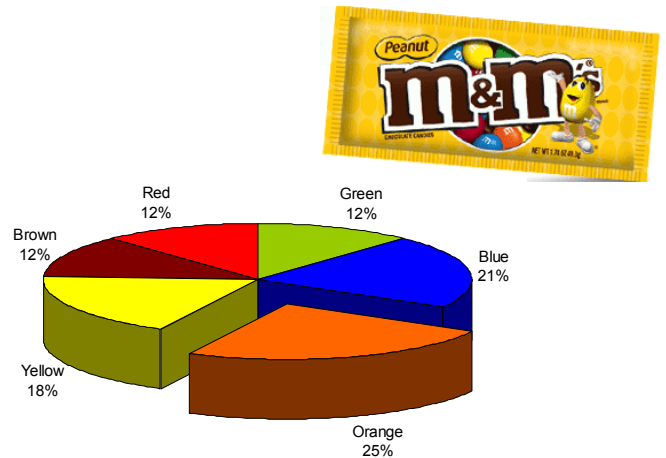
The M&M Report

Example of Data Spreadsheet:

Peanut	Number in Bag	% in Bag
Green	21	12.1%
Blue	37	21.3%
Orange	42	24.1%
Yellow	32	18.4%
Brown	21	12.1%
Red	21	12.1%
Total	174	100.0%
Largest Count	42	
Smallest Count	21	

Example of Pie Chart:

Color Distribution in Peanut M&M's

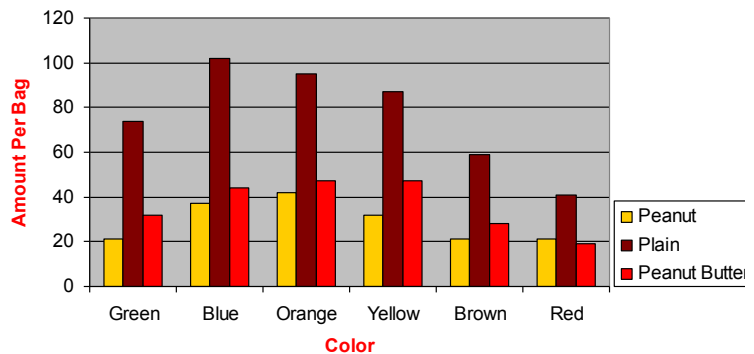


Example of Summary Data Spreadsheet:

	Amount Per Bag		
	Peanut	Plain	Peanut Butter
Green	21	74	32
Blue	37	102	44
Orange	42	95	47
Yellow	32	87	47
Brown	21	59	28
Red	21	41	19
Total	174	458	217
Largest Count	42	102	47
Smallest Count	21	41	19

Example of Summary Bar Chart:

M&M Color Distribution Comparison





Examples of Formulas for The M&M Report

Totals of Colors in Bag
=SUM(B3:B8)

Percentage in Bag
=B3/\$B\$9



Largest Count
=Max(B3:B8)

Smallest Count
=Min(B3:B8)



Shade Cells with 20% or Higher Color Distribution

- Highlight “% in Bag” column
- Home Tab
- Conditional Formatting
- Highlight Cell Rules
- Greater Than
- Type in 20%
- Yellow Fill with dark Yellow letter
- Click OK



To Print:

- Place a Header and Footer on each Spreadsheet
 - Name, Class, Team Name, Date
- Put each spreadsheet in “Landscape” Orientation
- Align each spreadsheet Horizontally and Vertically