## New Skills

1. Format cells as fractions.

## M\&M’S® Candy

## Activity Overview

A
ssume that your instructor has brought in a treat for the entire class - the new pretzel M\&M's ${ }^{\circledR}$. You are handed a bag of 150 multi-colored candies (nice teacher). The only stipulation before you eat them is that you must figure out what fraction of each color you are eating.

The following activity illustrates how spreadsheets can be used to format cells as fractions.

## Instructions

1. Create a NEW spreadsheet.

* Unless otherwise stated, the font should be 10 point Arial.

2. Type the data as shown.
3. Bold cell A 2 and change the font size to 20 point.
4. Bold, underline, and center row 5 and change the font size to 12 point.
5. Format the width of column $A$ to 20.0 and center align.
6. Format the width of column B to 18.0 and center align.
7. Format the width of column C to 23.0 and center align.
8. Format the width of column $D$ to 10.0 and center align.
9. Format column $D$ as fractions, up to 1 digit.
10. Carefully proofread your work for accuracy.
11. Save the spreadsheet as M\&MS CANDY.
12. Analyze the changes made to the data in the spreadsheet.
13. Set the Print Area to include all cells containing data in the spreadsheet.
14. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
15. Print a copy of the spreadsheet if required by your instructor.


## M\&M'S® Candy

|  | A | B | C | D |
| ---: | :--- | :--- | :---: | :---: |
| 1 | Activity 29 Student Name |  |  |  |
| 2 | M\&M's $^{\circledR}$ |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 | Color | Number in Bag | Total Candy in Bag | Fraction |
| 6 | Blue | 25 | 150 | 0.17 |
| 7 | Green | 19 | 150 | 0.13 |
| 8 | Brown | 17 | 150 | 0.11 |
| 9 | Orange | 16 | 150 | 0.11 |
| 10 | Red | 20 | 150 | 0.13 |
| 11 | Purple | 24 | 150 | 0.16 |
| 12 | Black | 29 | 150 | 0.19 |

Activity 29 Answer Key
M\&M's ${ }^{\circledR}$

| Color | Number in Bag | Total Candy in Bag | Fraction |
| :---: | :---: | :---: | :---: |
| Blue | 25 | 150 | $1 / 6$ |
| Green | 19 | 150 | $1 / 8$ |
| Brown | 17 | 150 | $1 / 9$ |
| Orange | 16 | 150 | $1 / 9$ |
| Red | 20 | 150 | $1 / 7$ |
| Purple | 24 | 150 | $1 / 6$ |
| Black | 29 | 150 | $1 / 5$ |

