**Figuring out Food**

In Microsoft Excel

For our next assignment you will create a report about food. Our goal is to review the basics of Microsoft Excel. You will create a spreadsheet, charts, and a final report.

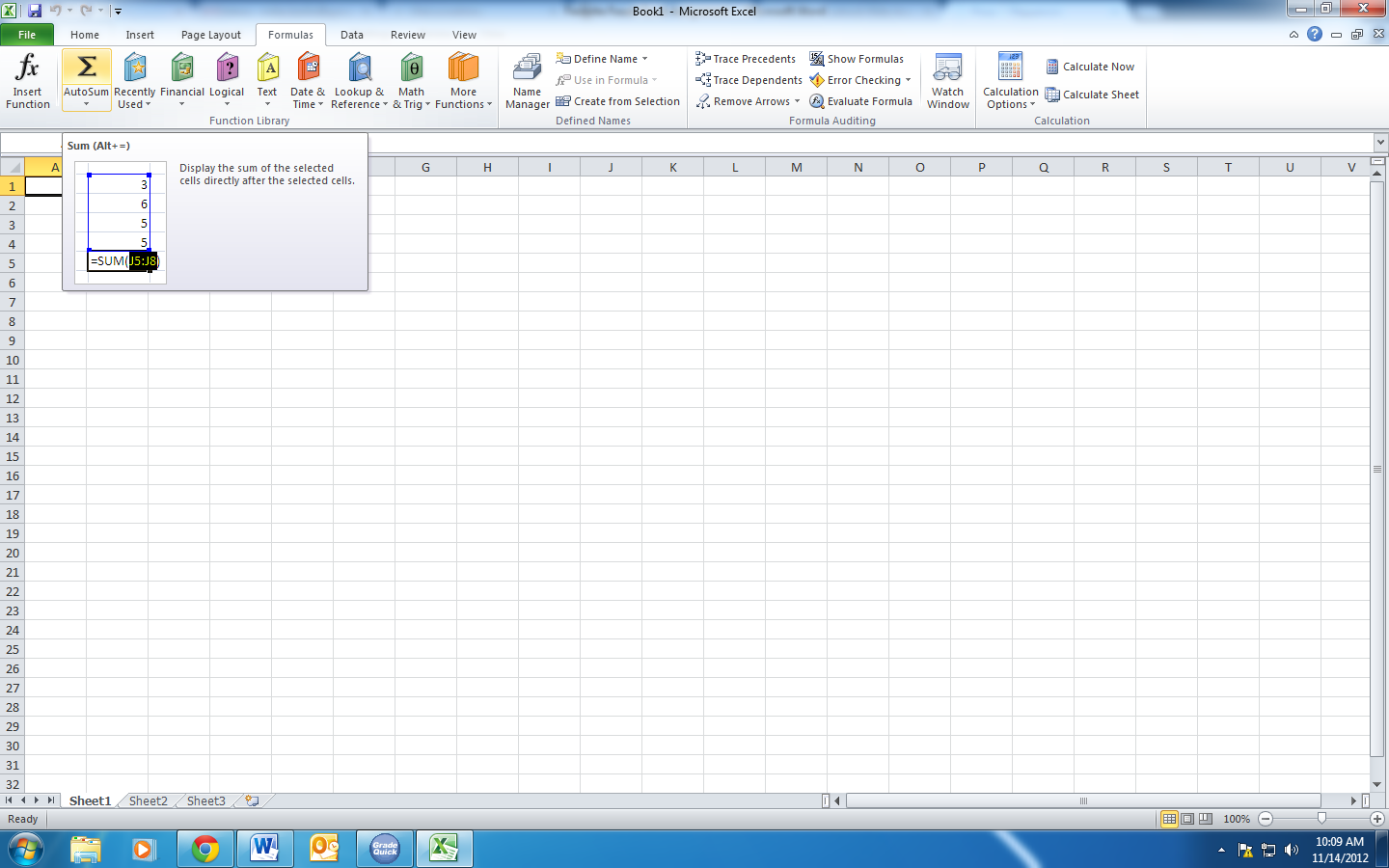
1. Open Microsoft Excel.

**Part 1: Excel Data**

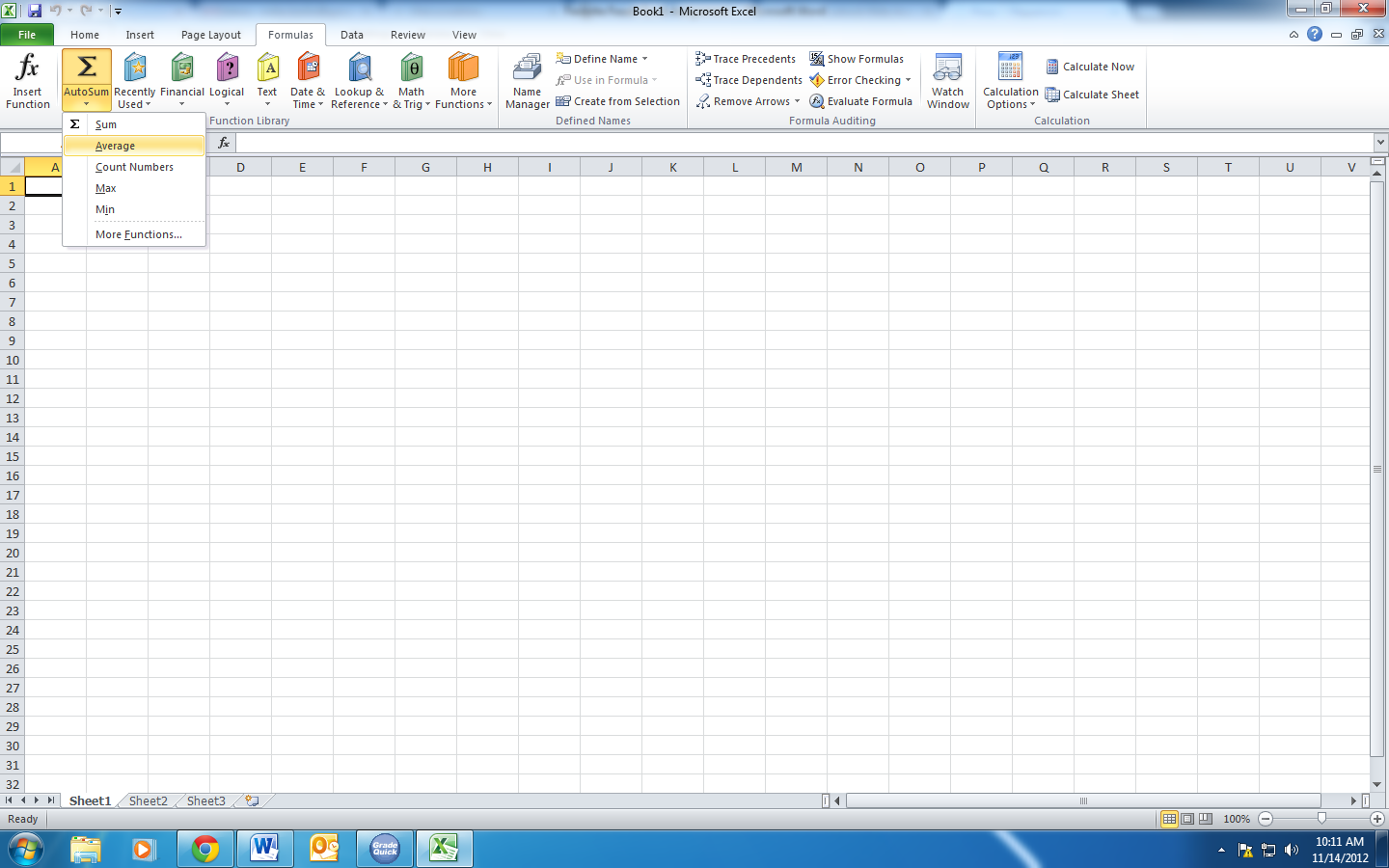
-Create a table like this in Microsoft Excel.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Food Name** | **Total Calories** | **Calories from fat** | **Cholesterol** | **Sodium** | **Carbohydrates (Carbs)** | **Protein** |
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|  |  |  |  |  |  |  |
| **Total:** |  |  |  |  |  |  |
| **Average:** |  |  |  |  |  |  |
| **Highest:** |  |  |  |  |  |  |
| **Lowest:** |  |  |  |  |  |  |

1. Go to [www.nutrientfacts.com](http://www.nutrientfacts.com)
2. Search for a food. (**You will find 7 foods total**)
3. Enter the food’s information into your excel table
4. To find the **total**, click on the blank cell next to “total” (under all the calories you entered – probably cell **B-9**) then click **AutoSum** under the Formula tab



1. Next, find the **average**. Click on Cell **B-10** (Below where you just found the total)
2. Click the **small triangle** under AutoSum and select average.



1. Do this for every food.
2. Double check that “total” and “average” are correct. They should be different for every food.

10) For “**Highest,**” write the number that is the highest in the column.

11) For “**Lowest,**” write the number that is the lowest in the column.

**Part 2: Graph/Chart**

-You will create charts using the data from above.

1. Select your food names and data

(**DO NOT** select Total, Average, Highest, or Lowest)

1. Click the **insert tab** at the top
2. Click **Column**, and then click the first chart (**Clustered Column**)
3. You should see a graph on your screen now.
4. Right click on your graph and choose “**Format Chart Area**”
5. Change the colors and borders to make your chart look nice.
6. Select your data again and make a **Line Chart**
7. Again, right click and choose “**Format Chart Area**”
8. Change the colors and borders to make your chart look nice.

10) You should now have **2 charts**, with colors and borders.

11) Select your data again and create a chart of your choice (pie, bar, whatever!)

12) Again, right click and choose “**Format Chart Area**” and change the colors.

13) One last time, select your data, and create a chart you haven’t made yet.

14) “**Format Chart Area**” one more time! You should now have **4** charts.