**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.

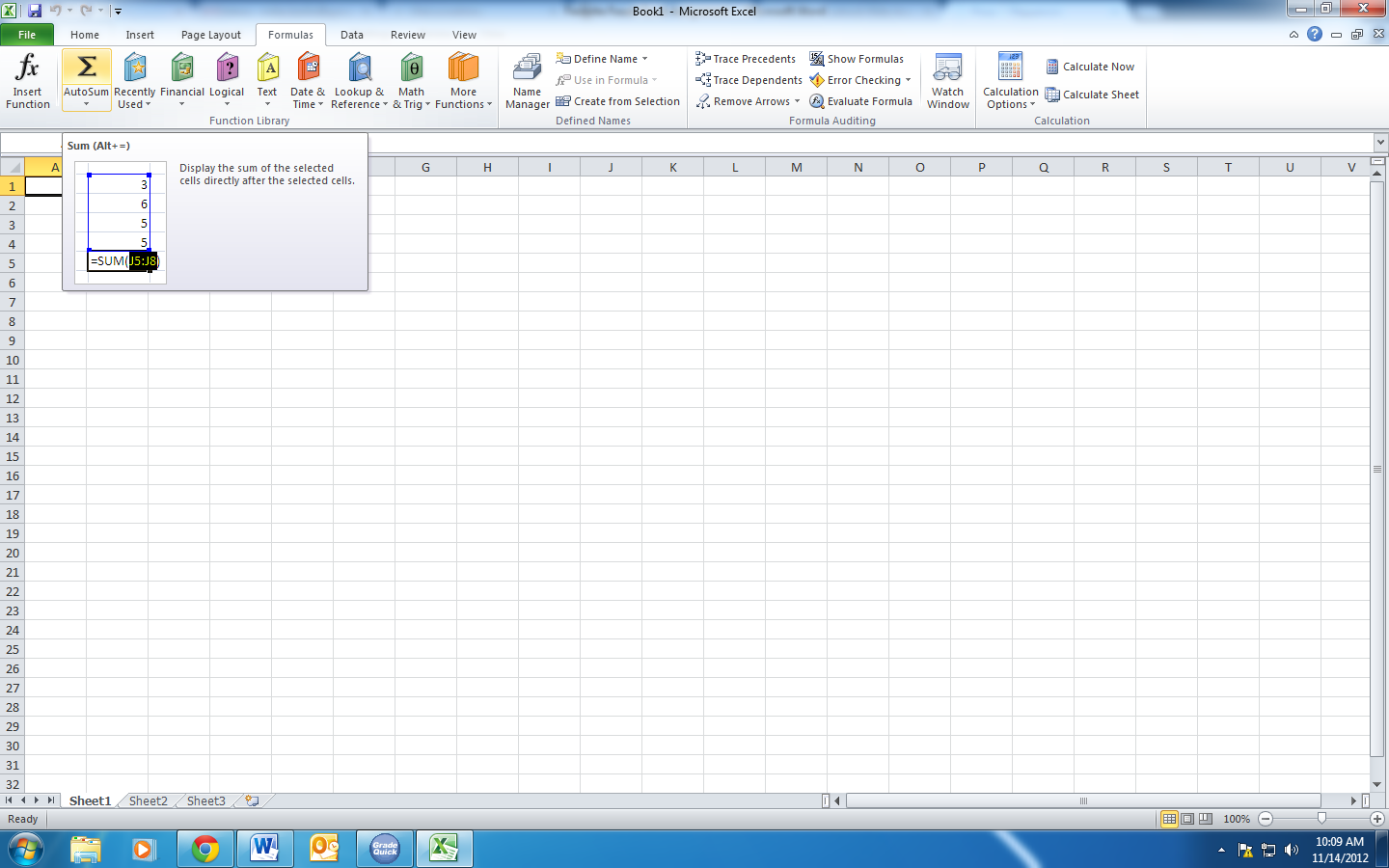
1. Open Microsoft Excel.

**Part 1: Excel Data**

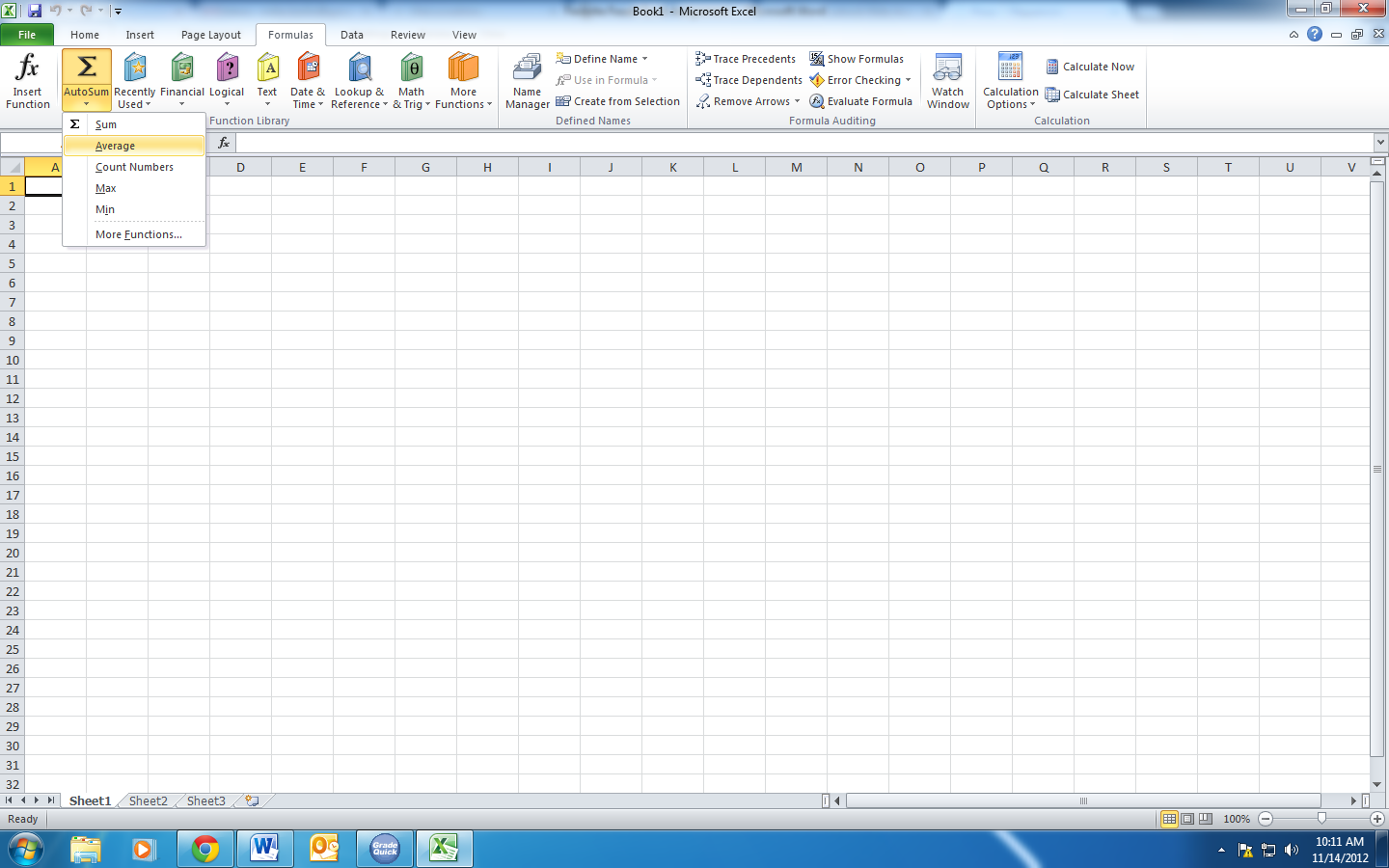
-Create a table like this in Microsoft Excel.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Food Name** | **Total Calories** | **Calories from fat** | **Cholesterol** | **Sodium** | **Carbohydrates (Carbs)** | **Protein** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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**) Use a variety of food types. Remember to capitalize these.
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)



1. Click the **small triangle** under AutoSum and select average.
2. Do this for every food.
3. Double check that “total” and “average” are correct. They should be different for every food.

10) For “**Highest,**” use the following formula to determine the Maximum number. =MAX(number 1, number 2)

11) For “**Lowest,**” use the following formula to determine the Minimum number. =MIN(number 1, number 2)

**Show me your table before you go further!**

**Part 2: Graph/Chart**

-You will create charts using the data from above.

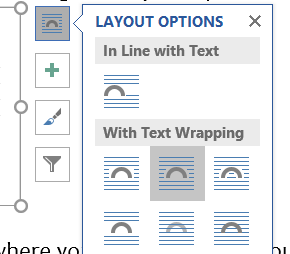
1. Select your food names and data

(**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.
9. Select your data again and create a Pie Chart
10. Again, right click and choose “**Format Chart Area**” and change the colors.
11. Y0u should now have **3 charts**, with colors and borders.

**Show me this part when you finish. Part 3 is on the next page**

**Part 3: Report**

**Open a new Word Document.**

**Data:** Copy and Paste your Table and your Charts from Excel into your report. Resize them using the corner handles and remember to change the layout options to “tight.”

**Analysis/Conclusion:** Here is where you talk about what you learned. Questions

you need answer are: (3 sentences for each question)

1. -Which foods are the healthiest? Why do you think so?
2. -Which foods are the least healthy? Why do you think so?
3. -Why is it good to understand what is in your food?
4. -What information were you surprised by?
5. -Which chart is the best for looking at this information? Why?
6. -What foods would you like to analyze if you did this project again? Why?
7. -How will this project change the way you think about food?