**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.

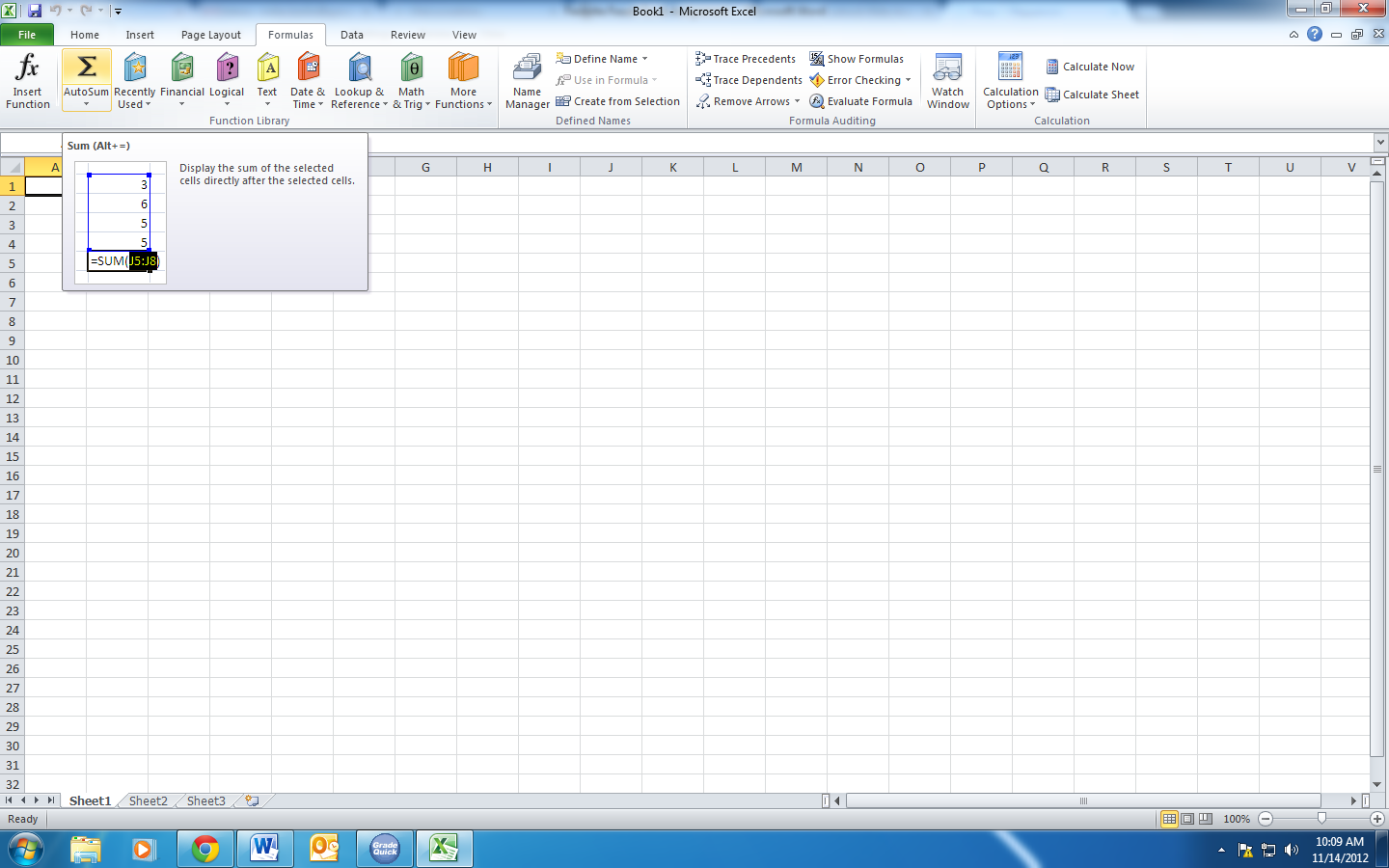
1. Open Microsoft Excel.

**Part 1: Excel Data**

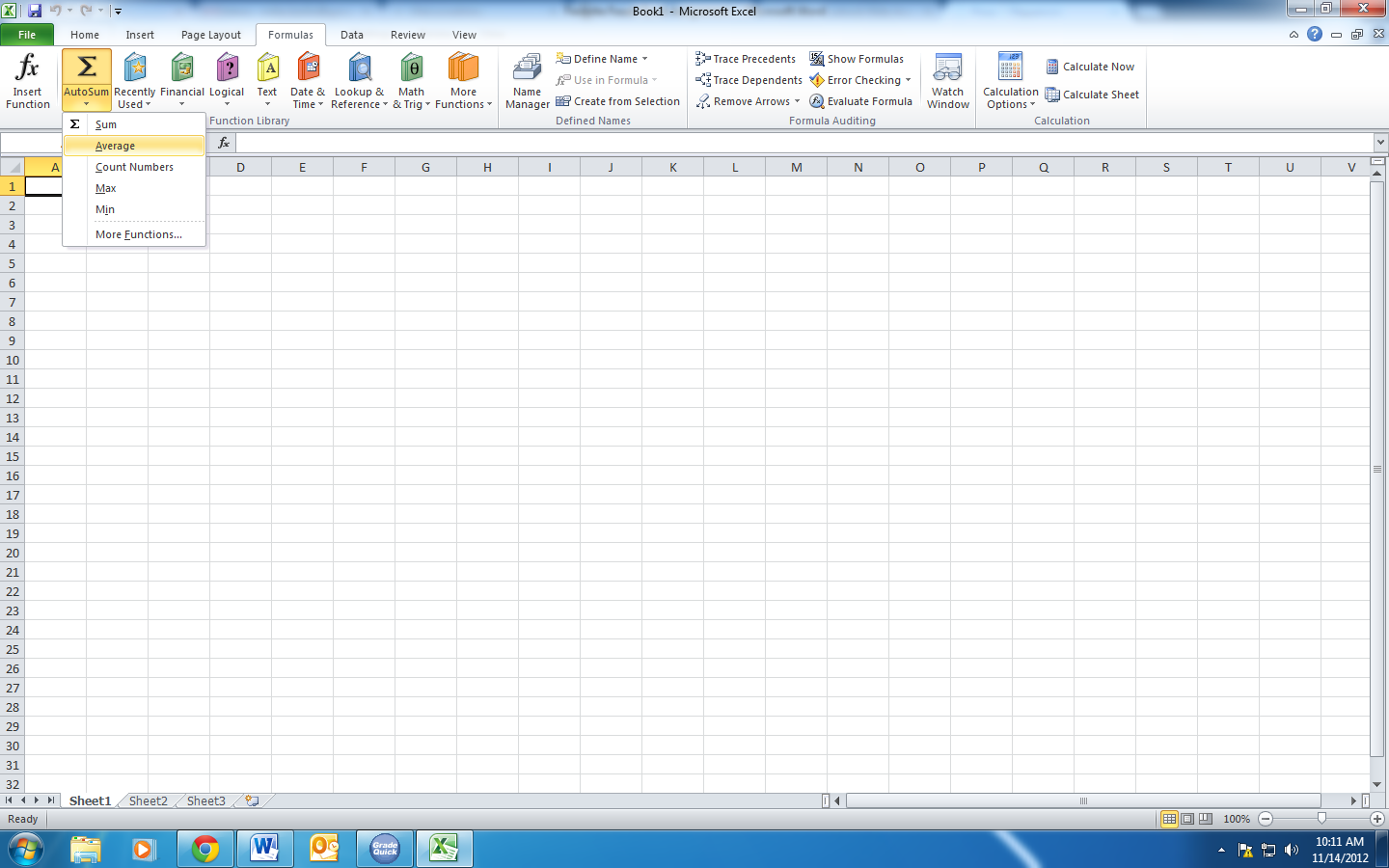
-Create a table like this in Microsoft Excel.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.

**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.

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.

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

**Part 3: Report**

Finally, you will write a report about what you found. You will use **Microsoft Word** for this part. Your report should be broken down into 4 sections.

1) **Introduction:** Briefly explain the project. Talk about what you did. Where did you look for information? Why did you choose the foods you did? Why is it good to know what is in your food? How did you record your information? (6 sentences total)

2) **Definitions:** Please write, in your own words, the definitions for:

-Calories - Cholesterol -Sodium -Carbohydrates -Proteins.

**DO NOT** **COPY AND PASTE**. If you don’t understand, I will help you!

3) **Data:** Copy and Paste your Table and your Charts from Excel into your report.

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

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

-Which foods are the healthiest? Why do you think so?

-Which foods are the least healthy? Why do you think so?

-Why is it good to understand what is in your food?

-What information were you surprised by?

-Which chart is the best for looking at this information? Why?

-What foods would you like to analyze if you did this project again? Why?

-How will this project change the way you think about food?

**And then you’re finished! Email me the Word document.**

**(It should have all your tables and charts already inside of it…)**