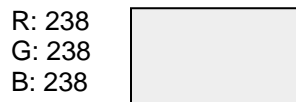
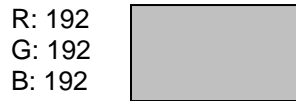


MULTI-ROW BULLET GRAPHS

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1. Adjust the Color Palette as necessary.

Low, Average, High



> Tools
 > Options
 > Color

Modify the color palette to work with the colors shown at left.

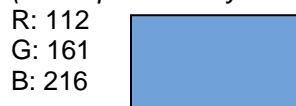
This palette is merely an approximation of the bullet graph design specifications.

The modified color palette.

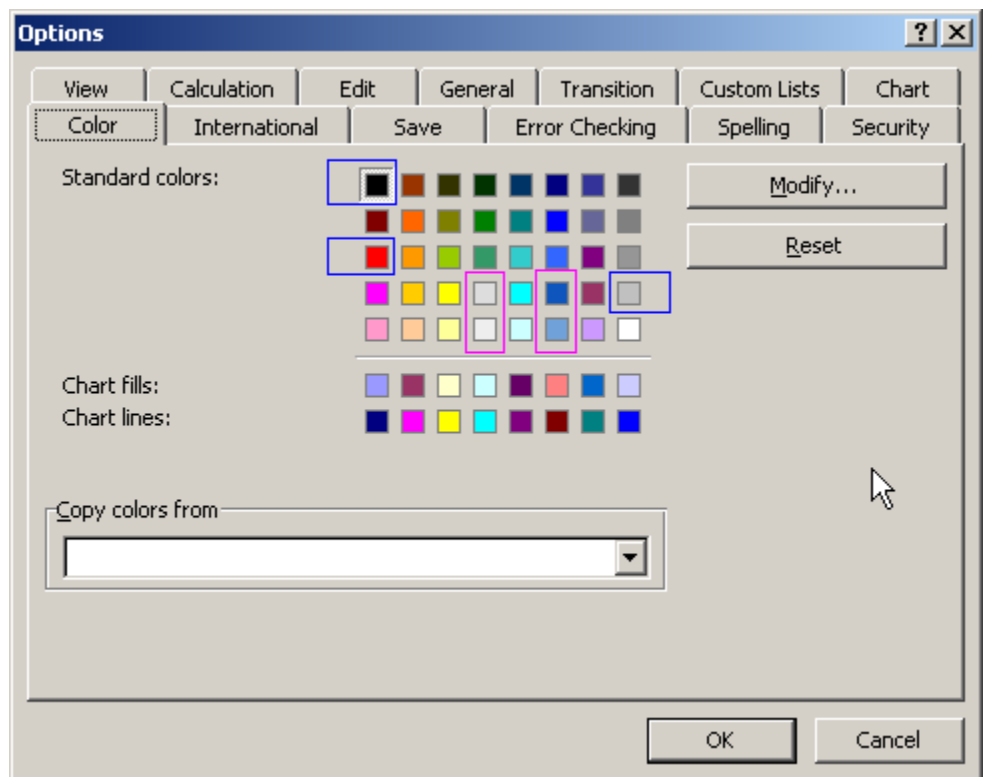
Target



Two-part Actual Values (not required if only 1 Actual)



One part Actual Value

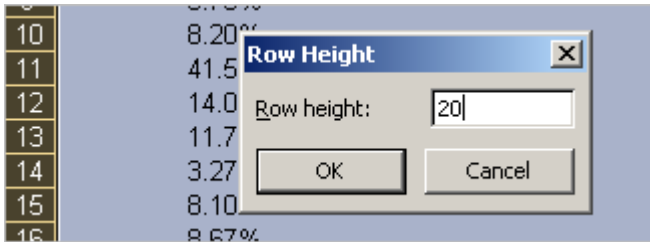


2. Enter the data to be used for simulating the “Actual” bar, the “Low, Avg, High” bars, and the “Target”.

Because of the nature of the data for this example, the maximum “high” value for the will be 100%, and the maximum low value will be 0%.
 Low = 0% to 30%, Avg = 30% to 60%, High = 60% to 100%.
 The Target will be in the “Low” area.

| J | K | L | M | N | O |
|---------------|------------|---------------|------------|------------|-------------|
| Actual | Low | Target | Low | Avg | High |
| 150.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 100.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 90.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 85.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 80.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 75.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 70.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 60.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 50.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 40.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 35.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 30.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 25.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 16.50% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 15.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 10.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 5.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 27.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 0.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 20.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 5.72% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 4.70% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 15.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |

3. To prepare the chart area, change the Row Height of the area you are placing the chart in to "20". (This isn't a requirement; and remember, you can change your chart settings so that it does not move or size with cell changes.)

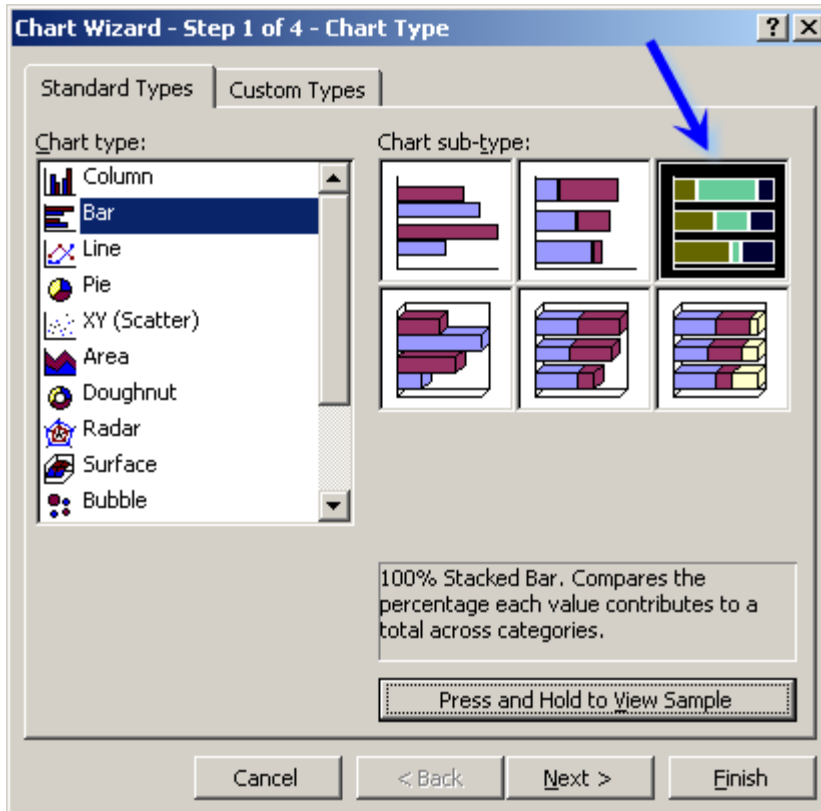


4. Select your data.

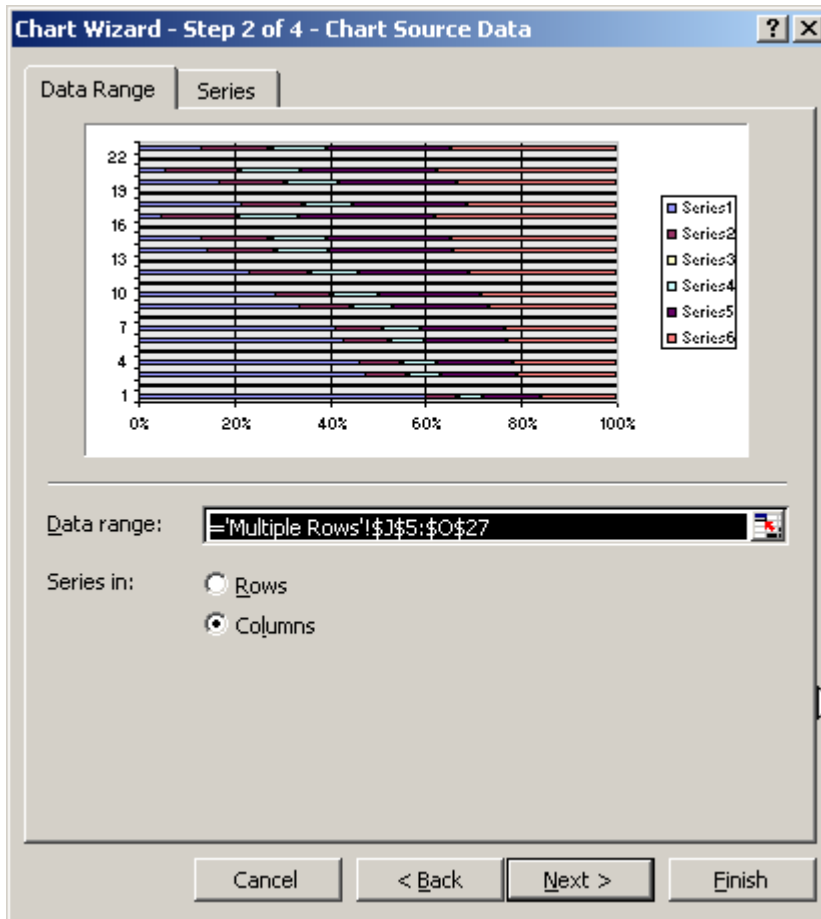
The image shows a screenshot of an Excel spreadsheet with a data table. The table has six columns: 'Actual', 'Low', 'Target', 'Low', 'Avg', and 'High'. The data rows are as follows:

| Actual | Low | Target | Low | Avg | High |
|---------|-------|--------|------|-----|------|
| 150.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 100.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 90.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 85.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 80.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 75.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 70.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 60.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |
| 50.00% | 0.165 | 0.005 | 0.13 | 0.3 | 0.4 |

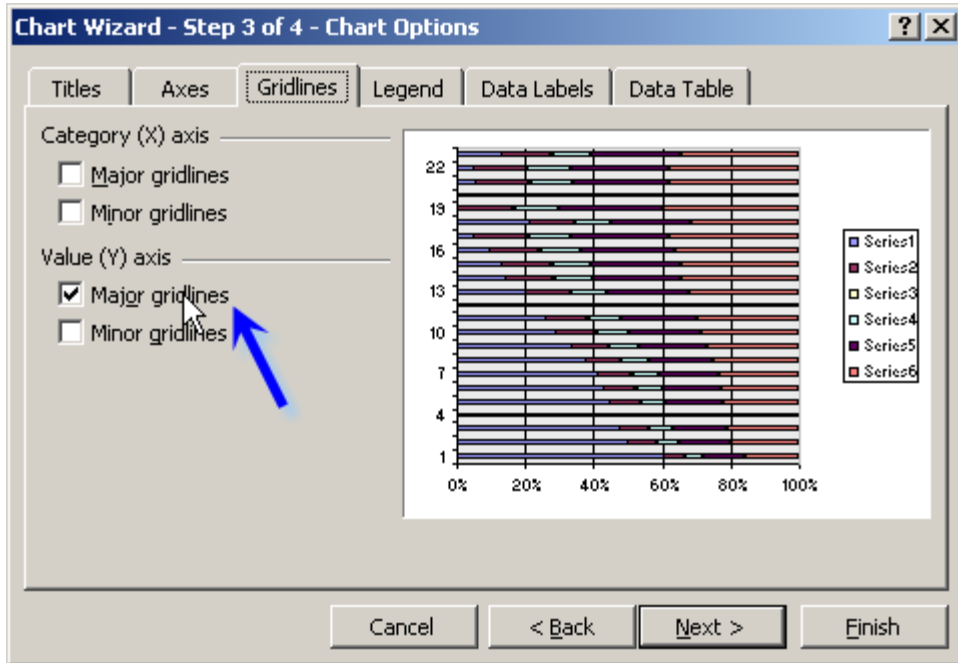
5. Choose the **100% Stacked Bar** chart, then **Next**.



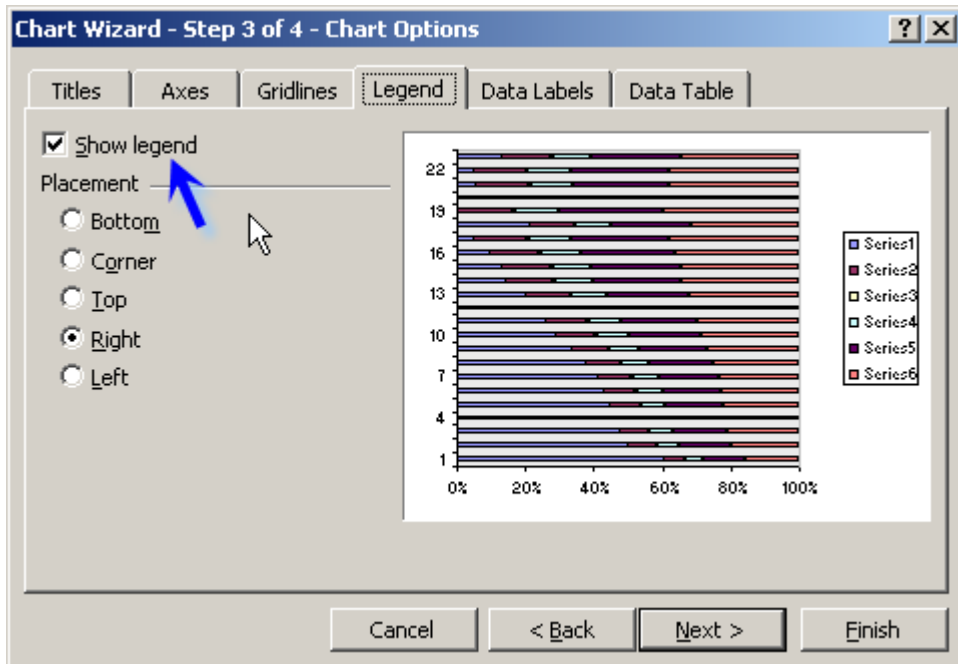
6. Choose **Next**.



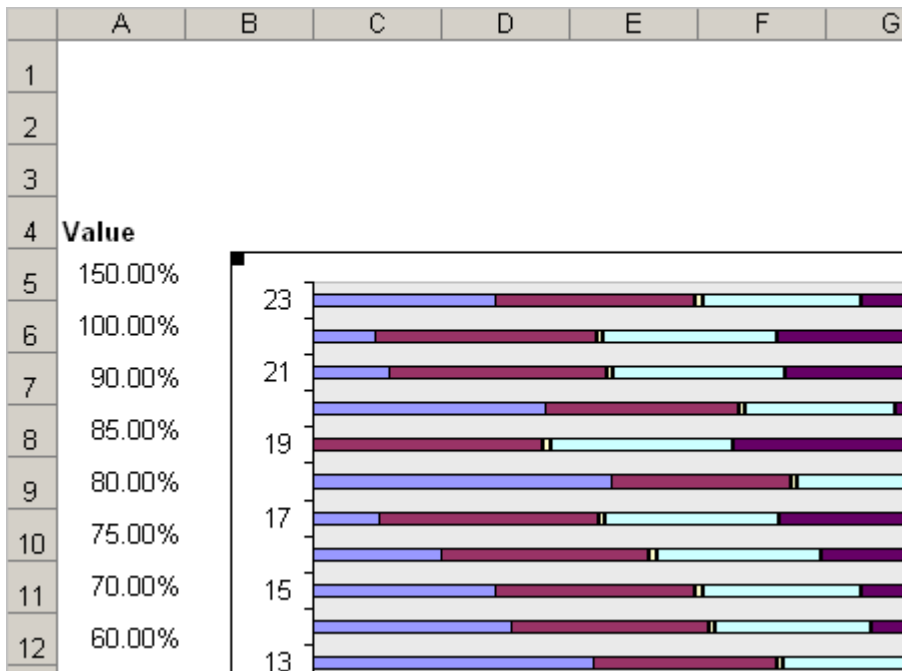
7. Leave the Axes “as is”, and go to Gridlines. Turn **off** the Major gridlines.



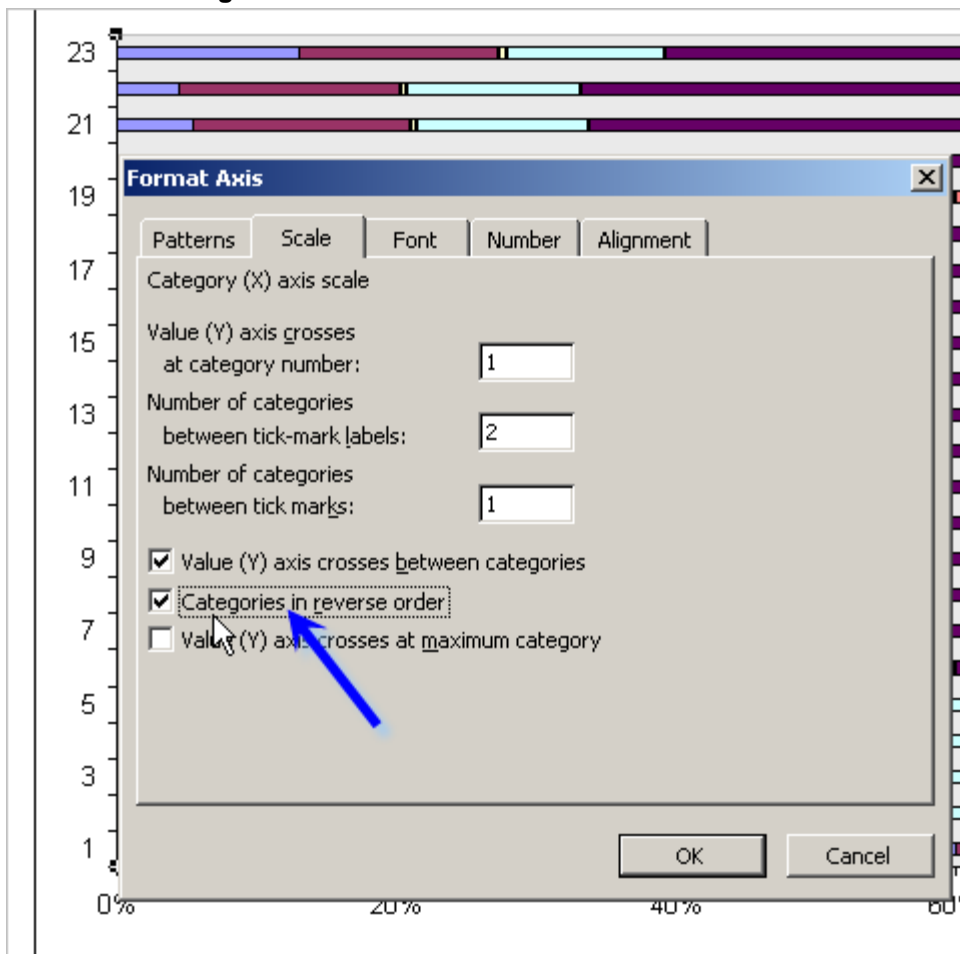
8. Turn **off** the legend.



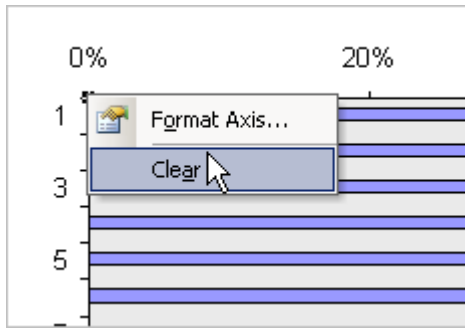
9. Place your chart in the general vicinity of where you intend it to reside.



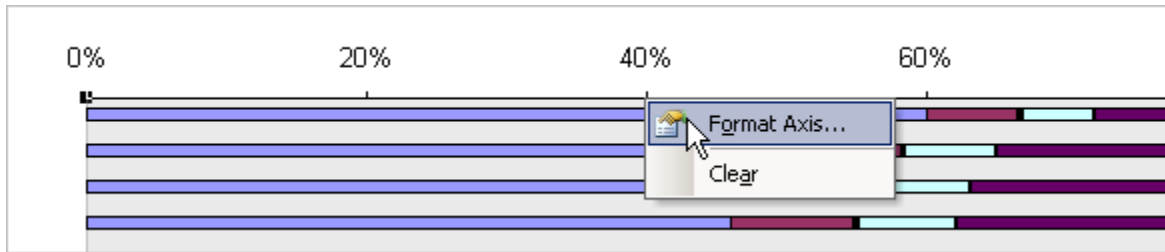
10. Right-click on the Category (vertical) axis and choose **Format Axis..**. Turn on the **"Categories in reverse order"** and hit "OK".



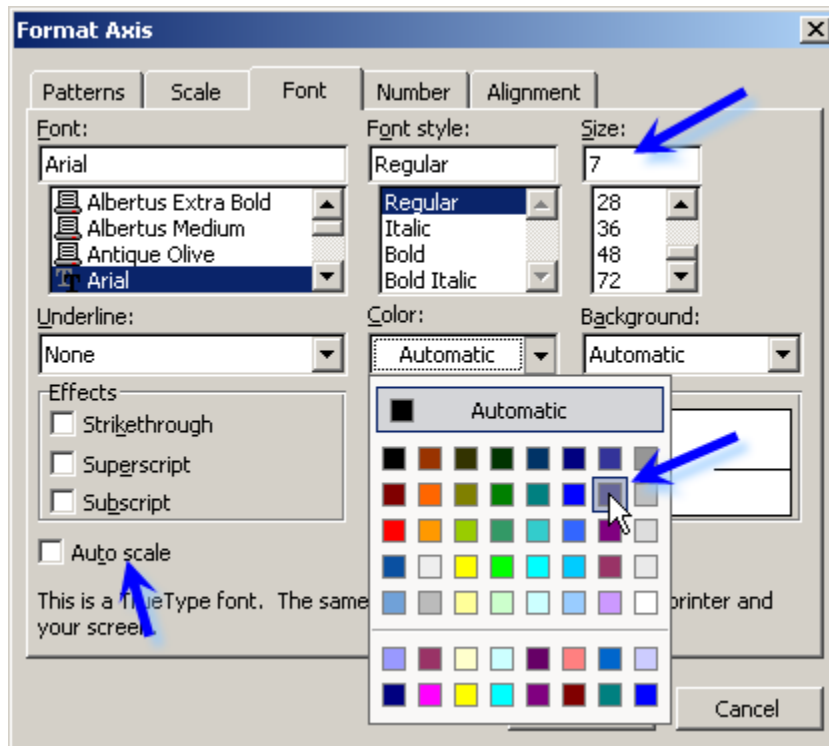
11. Now turn the Category Axis off by re-selecting the Axis and hitting **Clear**.



12. Right click on the Value (Y) axis scale, and choose **Format Axis**.



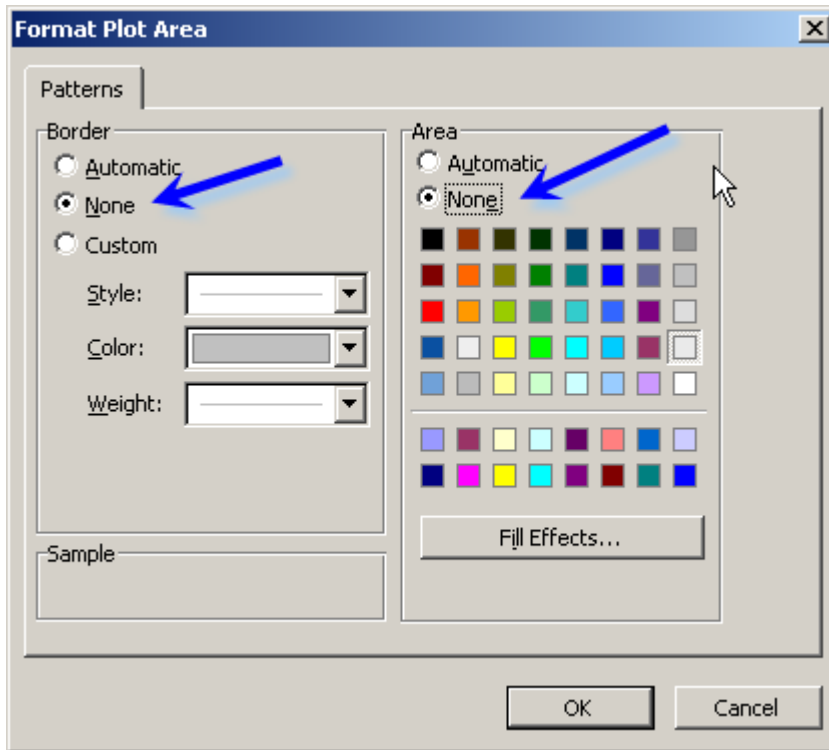
Change the font size to 7, change the font color to a dark grey, and more importantly, turn OFF the "Auto Scale".



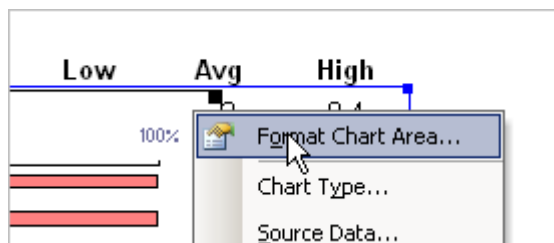
13. Select the Plot Area, and choose **Format Plot Area**.



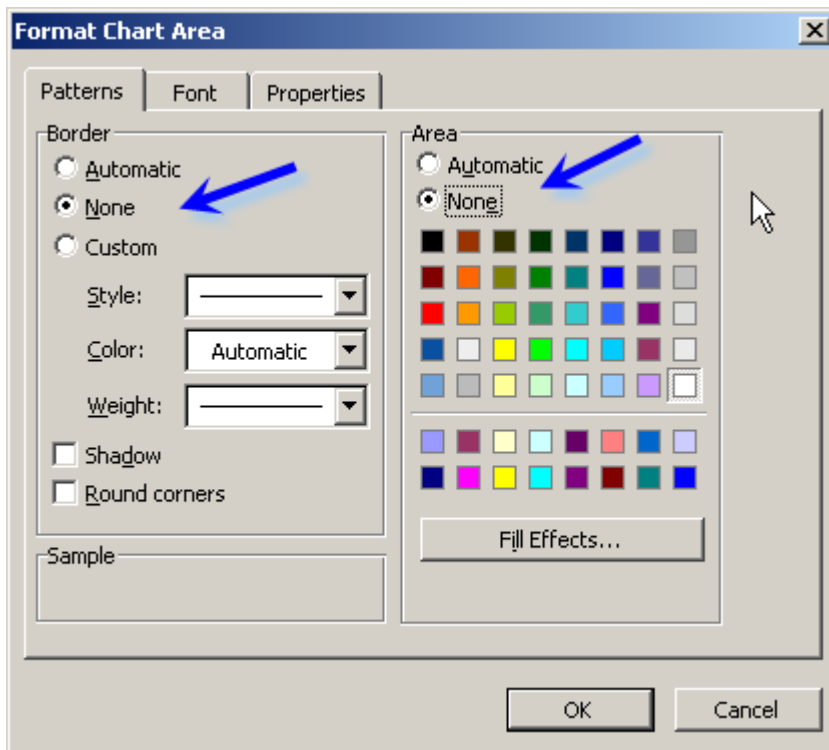
Change the Border and the Area to "None".



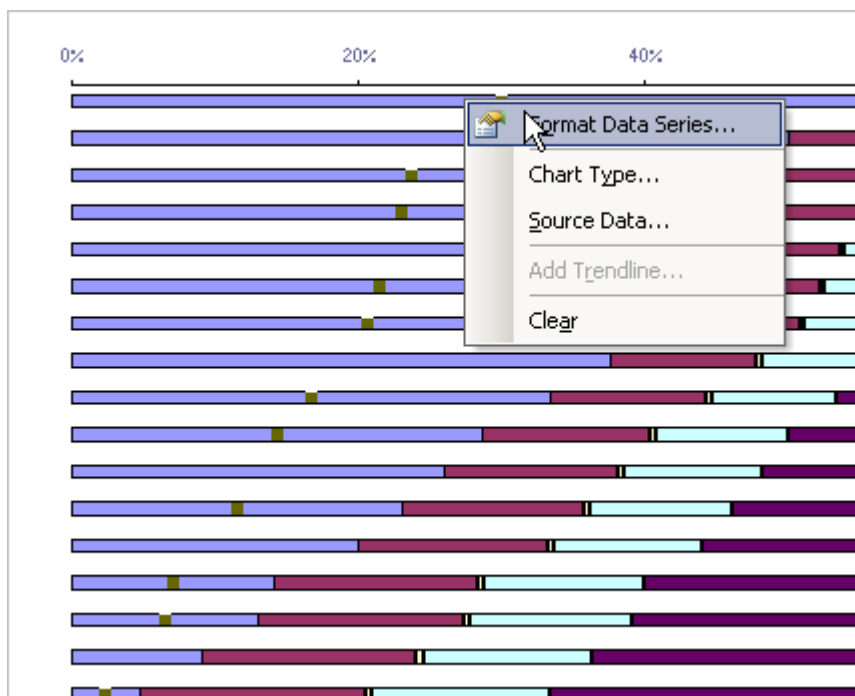
14. Select the Chart, and choose **Format Chart Area**.



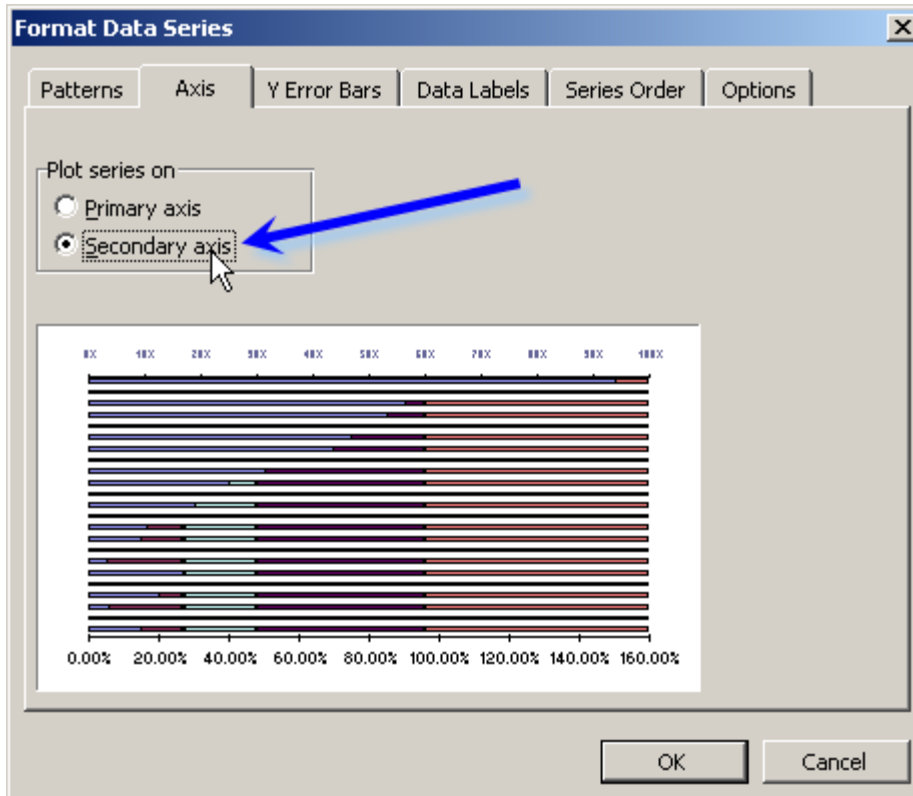
Again, set the Border and the Area to “None”.



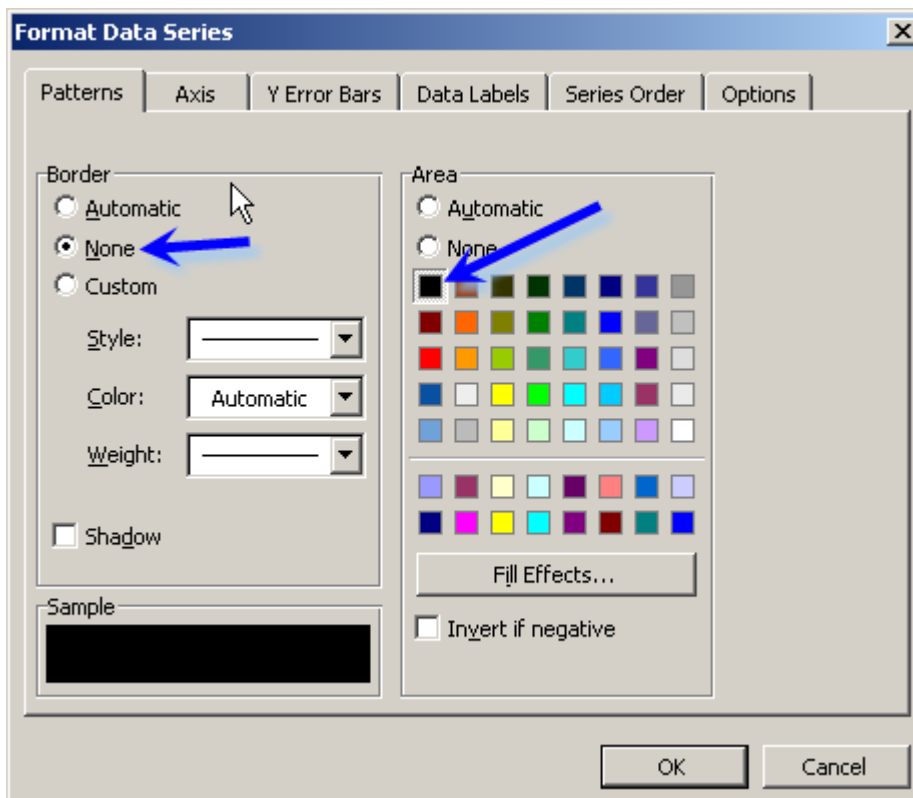
15. Select the data series representing “actual” value (in this case, the purple data series). Choose **Format Data Series**.



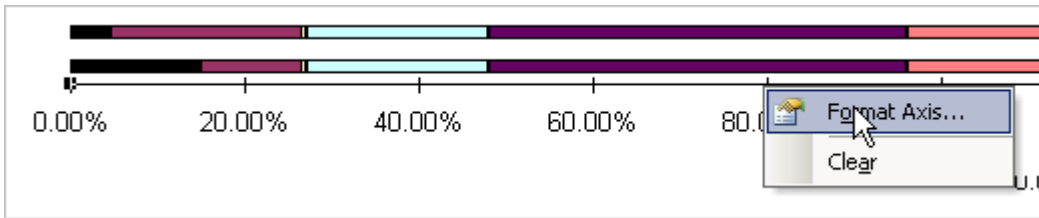
16. Select the **Secondary axis** option on the Axis tab.



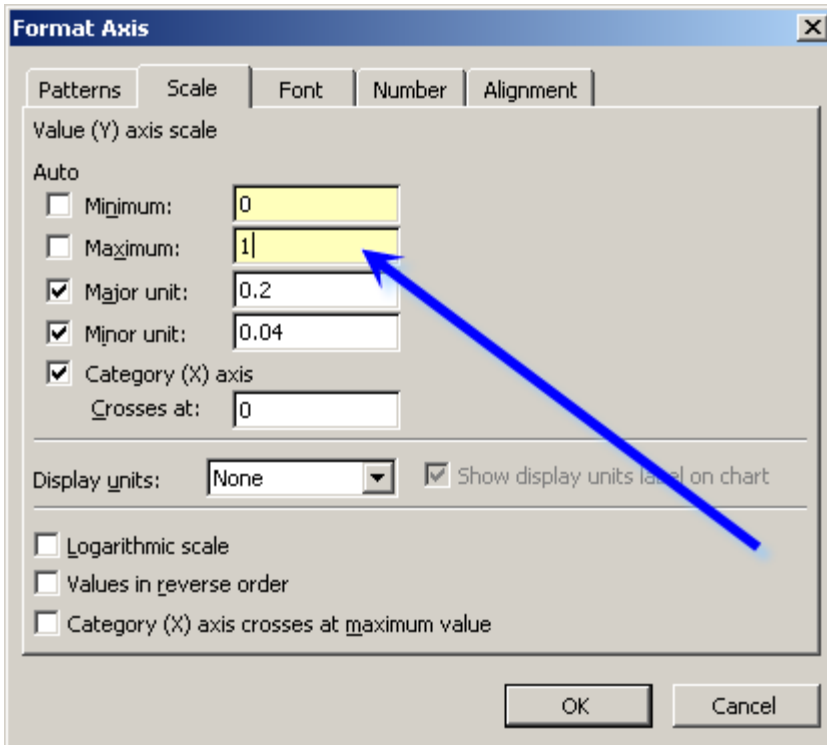
17. On the Patterns tab, set the Border to "None", and change the Area color to black.



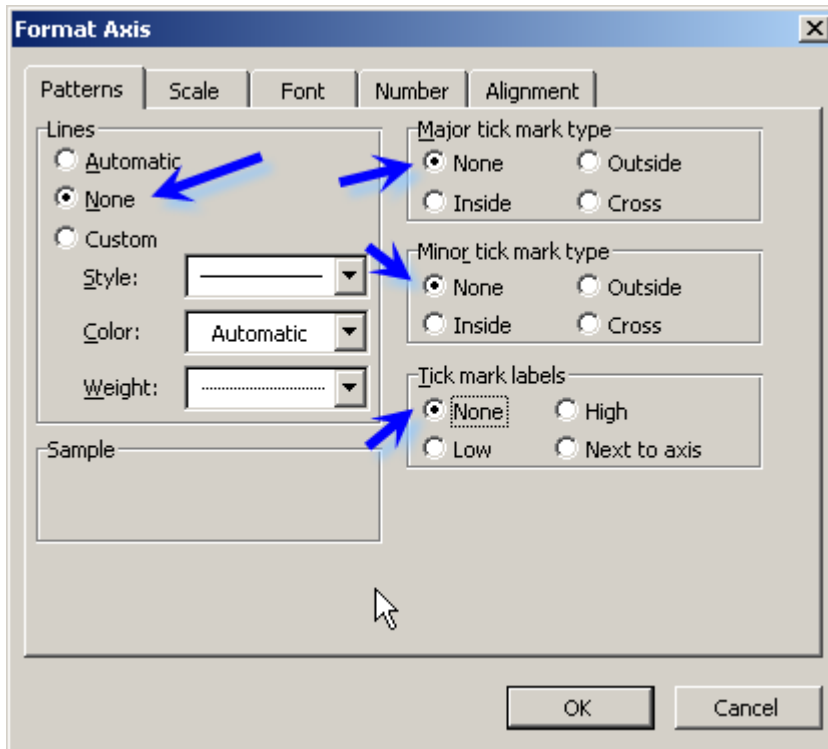
18. Select the Secondary Axis and choose Format Axis.



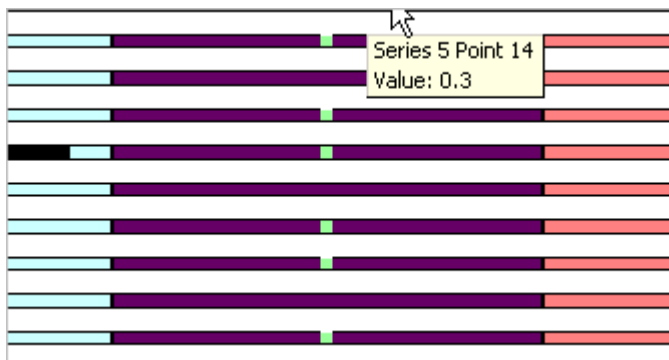
Change the Maximum value on the Scale to 1.



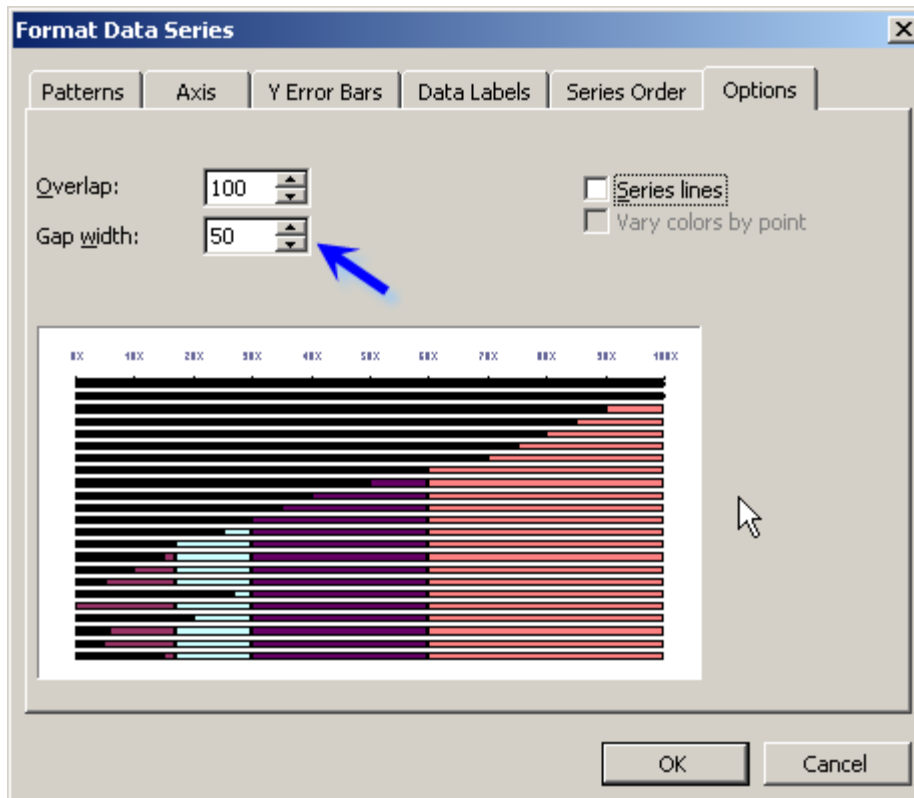
19. On the Patterns tab, change the Lines and ticks to “None”.



20. Select one of the data series that is *not* the black, actual value, and choose **Format Data Series**.



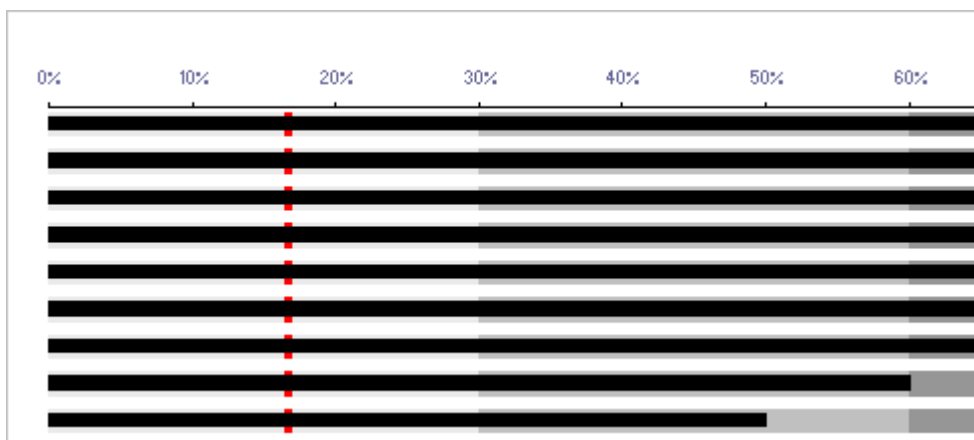
21. Change the **Gap width** on the Options tab to **50**.



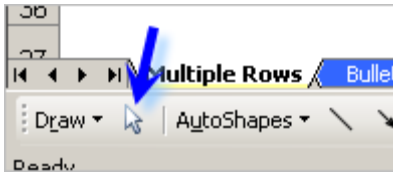
22. Next, progressively select each series in the graph on the primary axis and choose Format Data Series.

- (1) remove the border, and
- (2) change the color of the series to the colors of your bullet graph.

Note: the thinnest series is for the red target value.

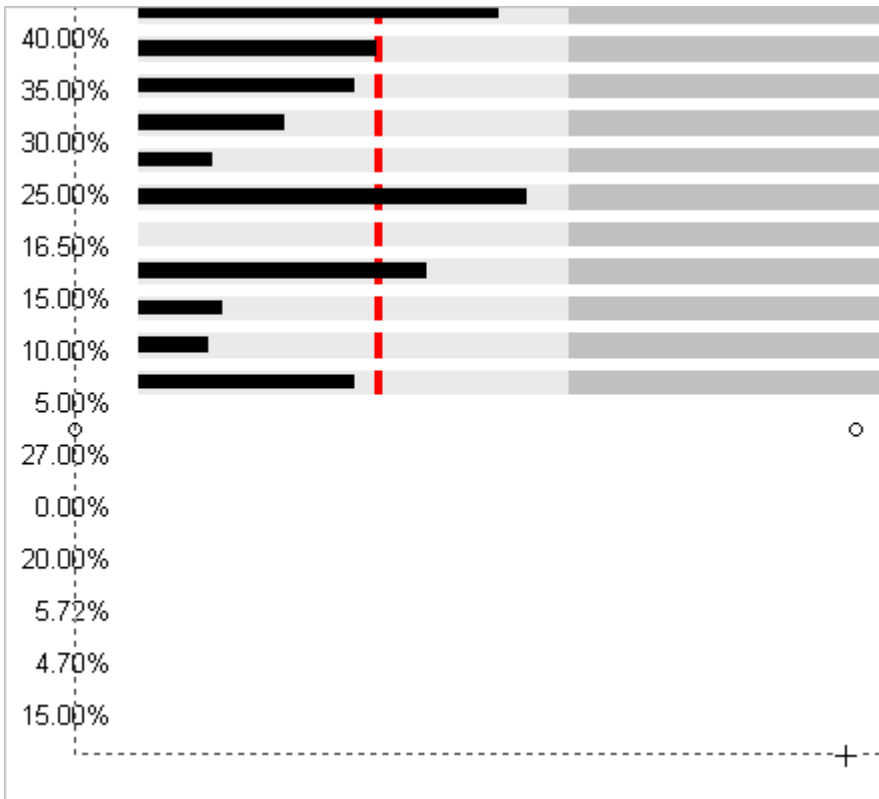


23. Use the Drawing toolbox “Select Objects” tool to re-size and align your graph to align with the data.

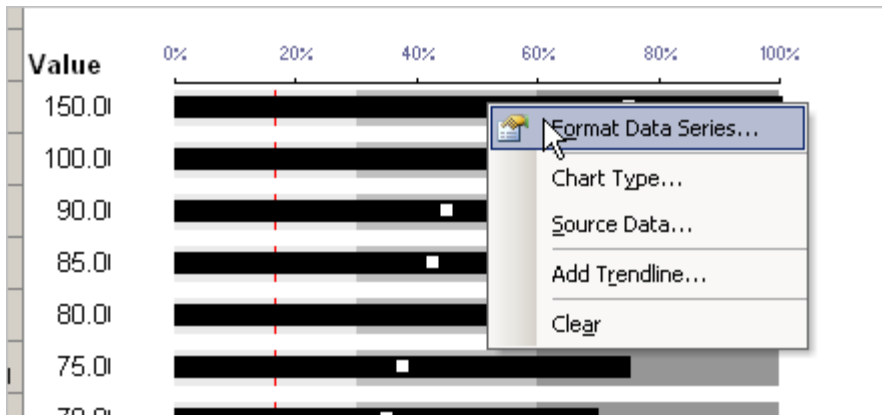


You can drag vertically to get the proper height, and drag horizontally for the proper width.

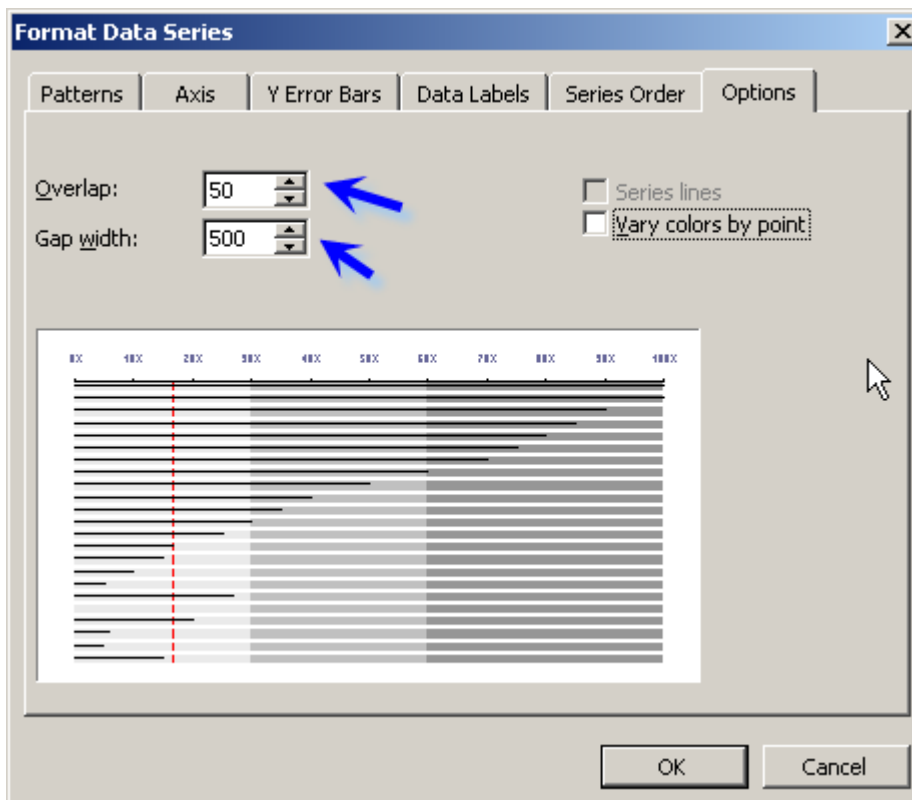
There are multiple ways to re-size the object, but using the Select Object tool is the easiest for me.



24. Now we're really close, but those target bars are too thick. Choose Format Data Series on the target...



...and change the Overlap and Gap width.



25. The end result.
Tweak as you see fit (e.g., lighten the color of the scale).

