

BULLET GRAPH, 1 ACTUAL VALUE, NO HACKS

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1. Adjust the Color Palette as necessary.

Low, Average, High

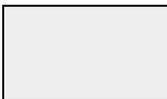
R: 192
G: 192
B: 192



R: 221
G: 221
B: 221



R: 238
G: 238
B: 238



> 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.

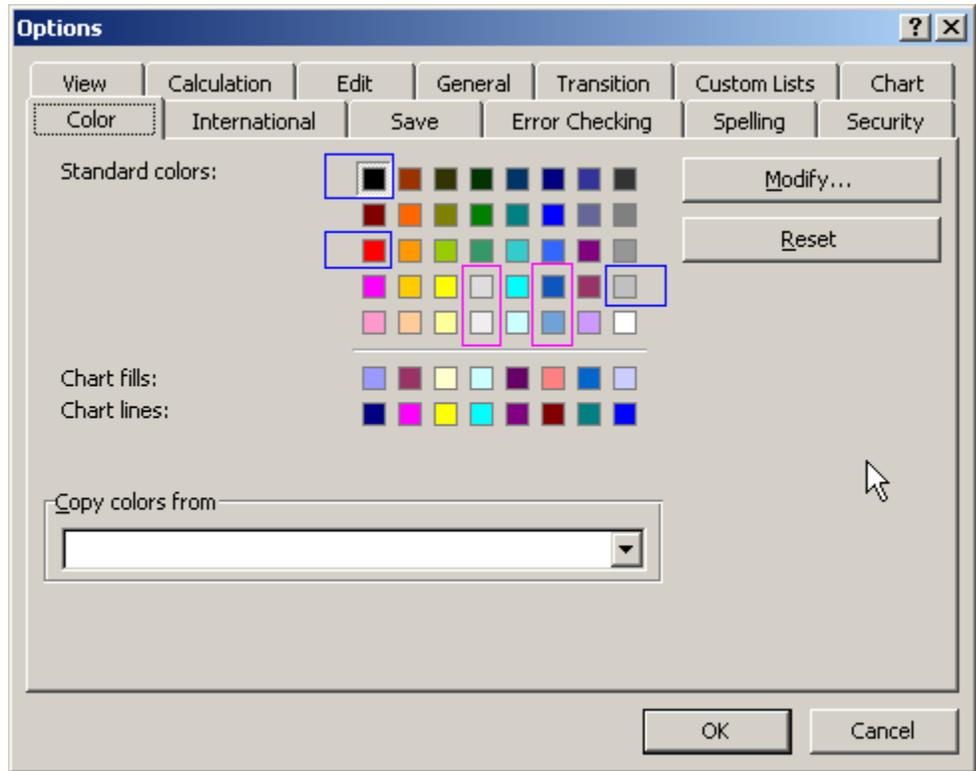
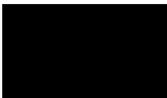
Target

R: 255
G: 0
B: 0

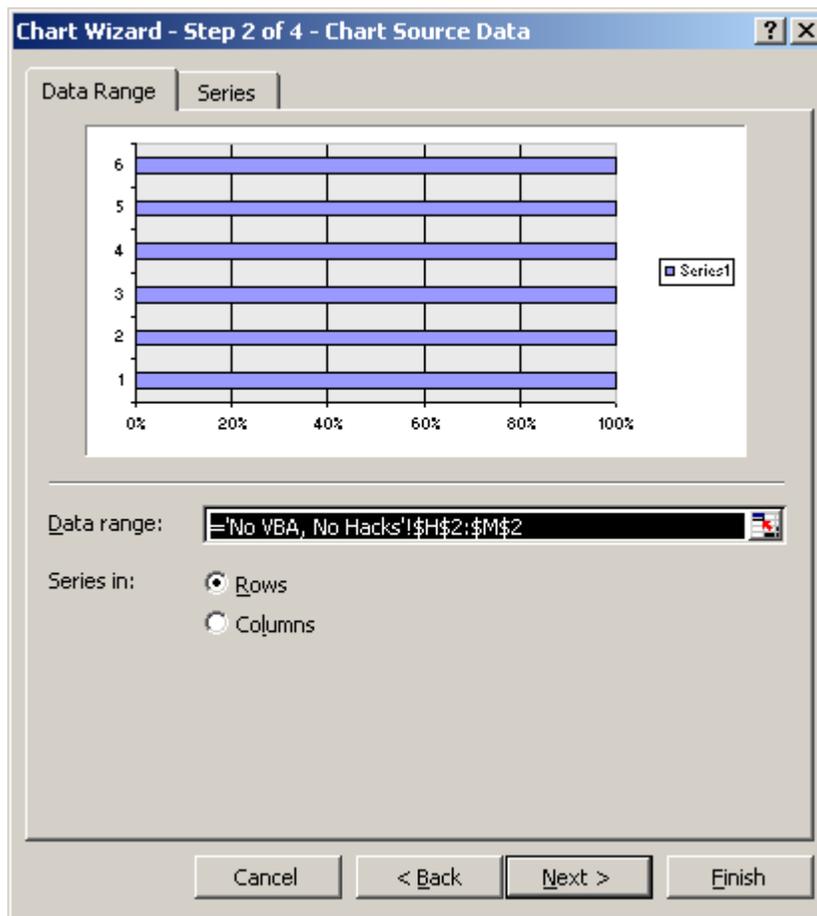
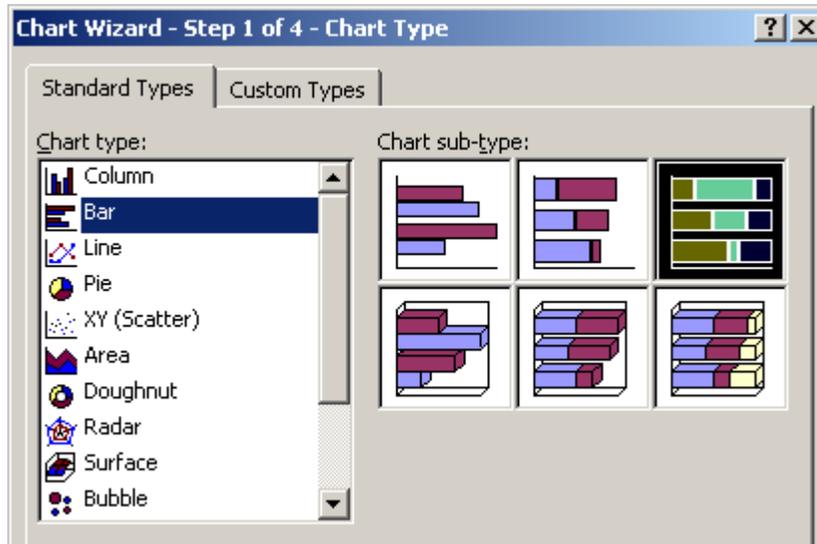


One part Actual Value

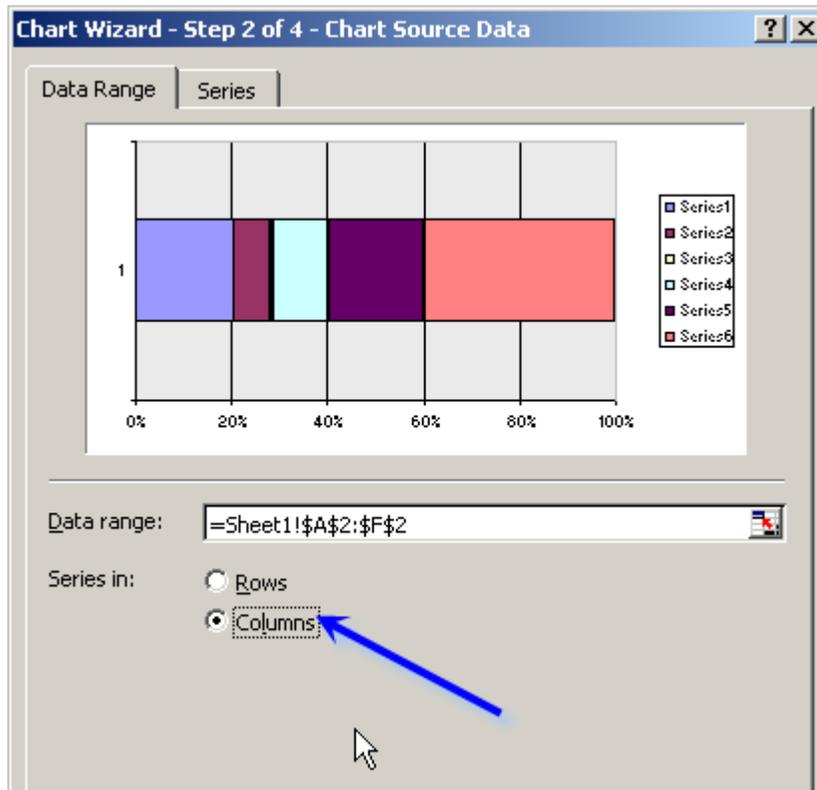
R: 0
G: 0
B: 0



6. Choose a 100% Stacked Bar Chart.



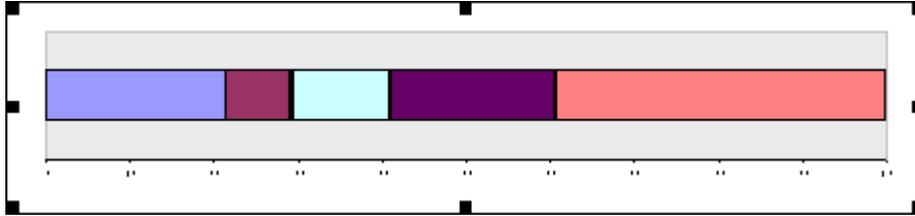
7. Change the Series to be in **Columns**.



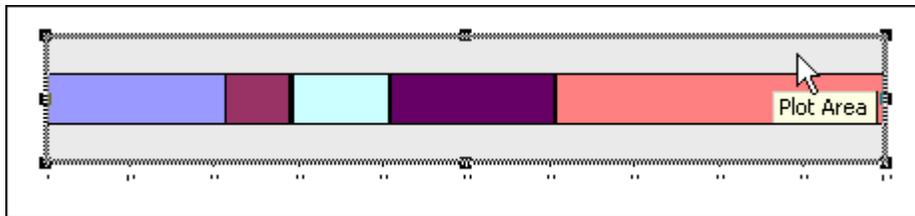
8. Turn off the X-axis, and retain the Y-axis.



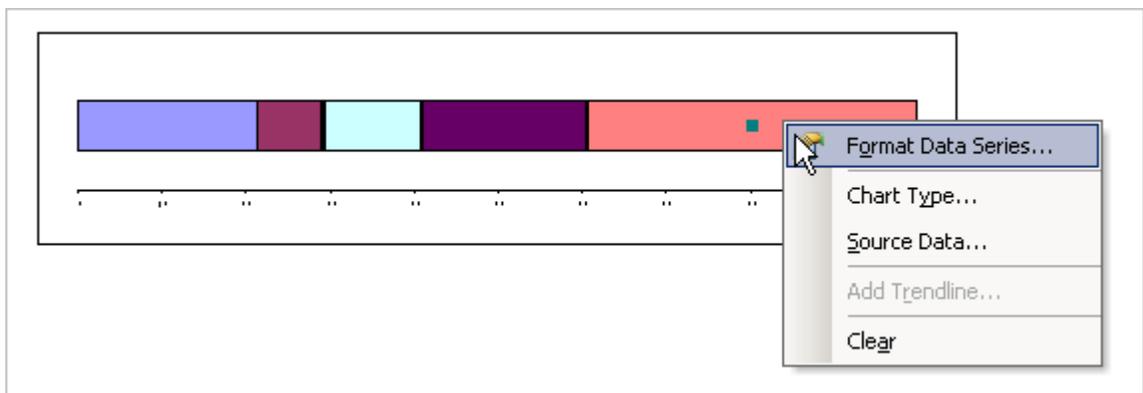
9. Turn **off** Major Gridlines and turn **off** the Legend.
10. Insert your chart, and shrink it to size approximating the size, but not smaller than what you want the final chart to be.



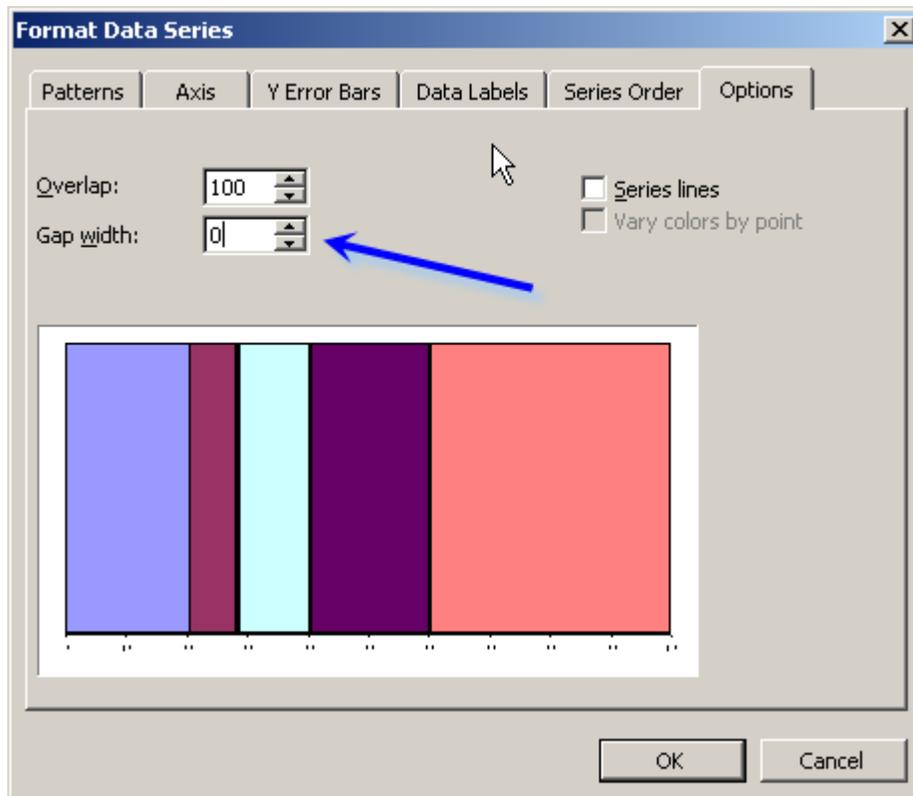
11. Change the border to and the background fill of the Plot Area to "none".



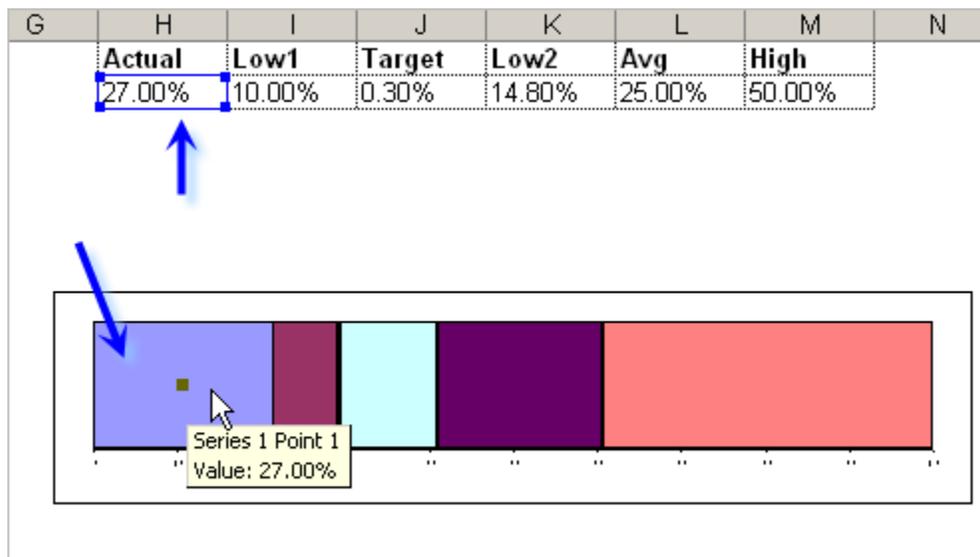
12. Select any one of the data series and **Format Data Series**.



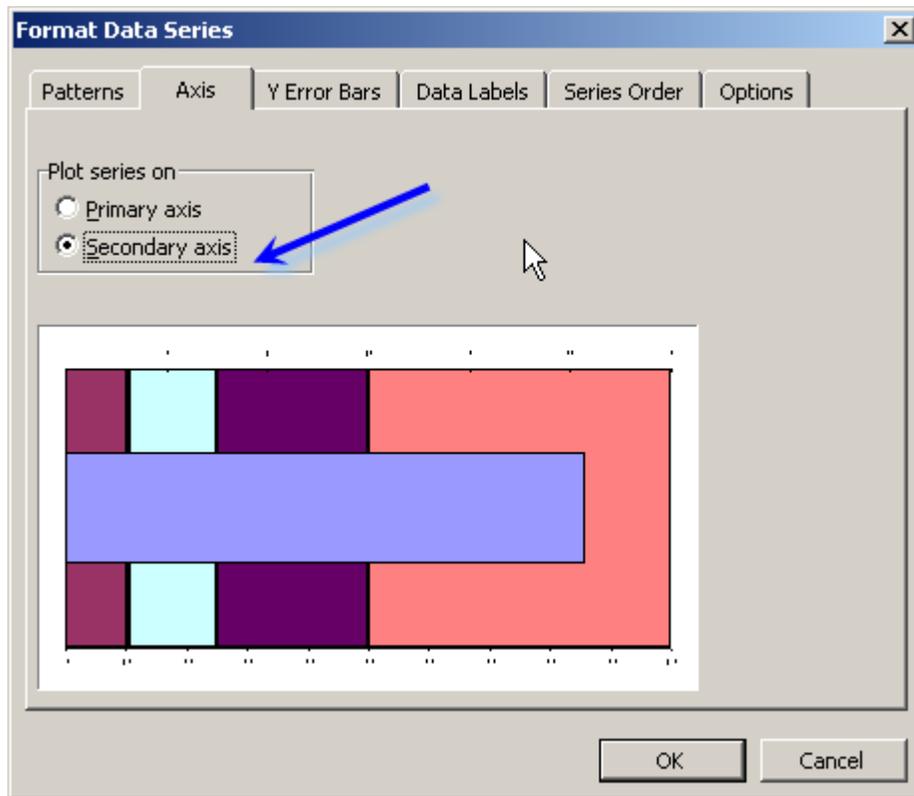
13. Change the Gap width to 0.



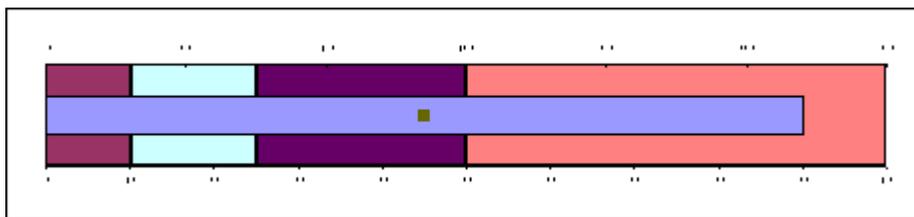
14. Select **Series 1**, the Series corresponding to the Actual Value, and **Format Data Series**.



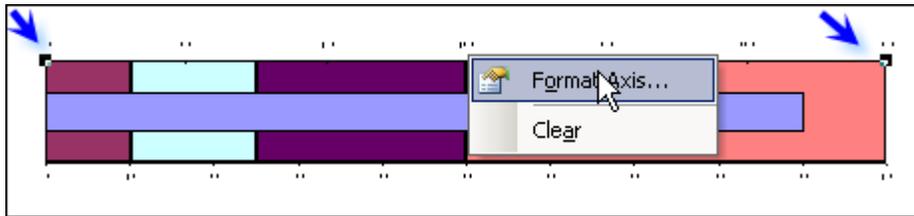
15. Change the Axis of this Series to the Secondary Axis.



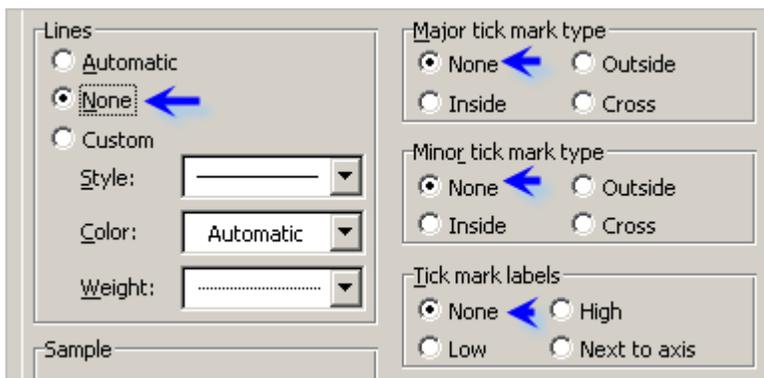
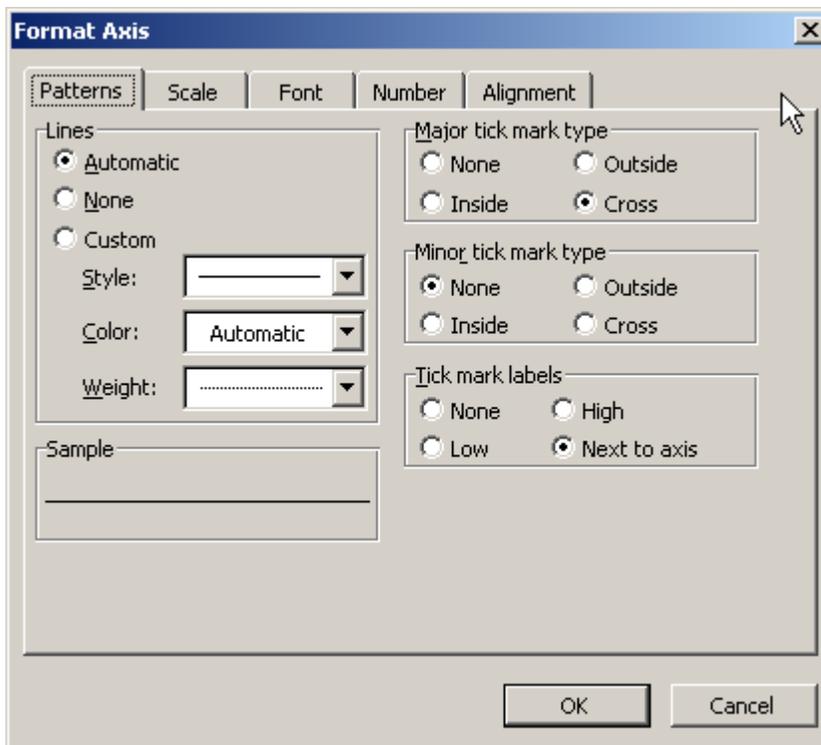
16. Your chart should appear similar to the following, and will have an Axis at both the top and bottom:



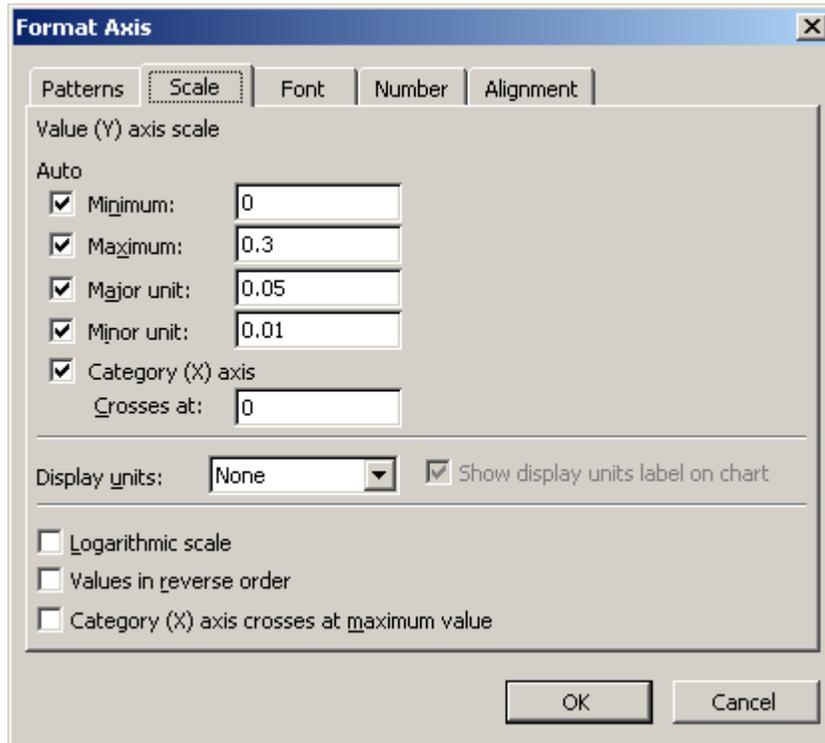
17. Select the **top Axis**, also known as the Secondary Axis...



18. Under Patterns, change the **Lines**, the **Major tick mark type**, the **Minor tick mark type**, and the **Tick mark labels** all to **None**.



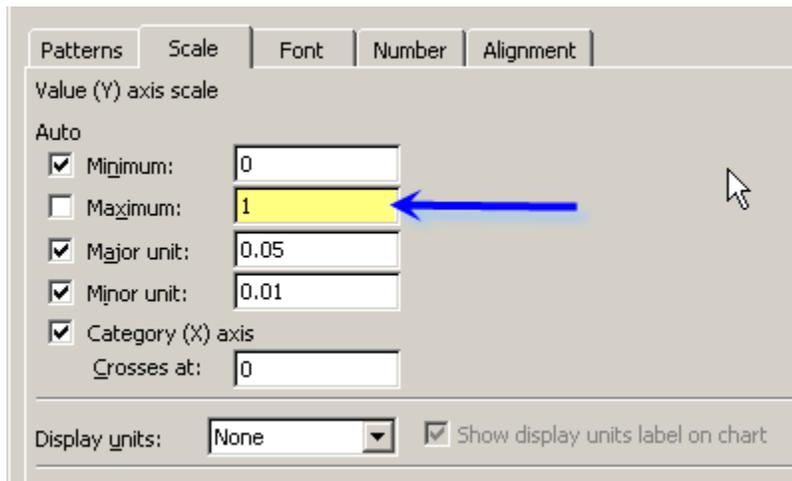
19. On the **Scale** of the Secondary Axis...



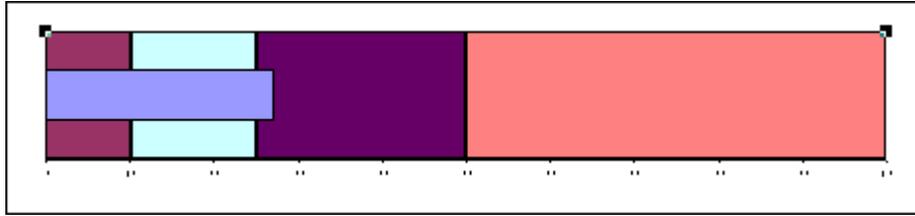
...change the Maximum value to 1.

Don't worry about the other values.

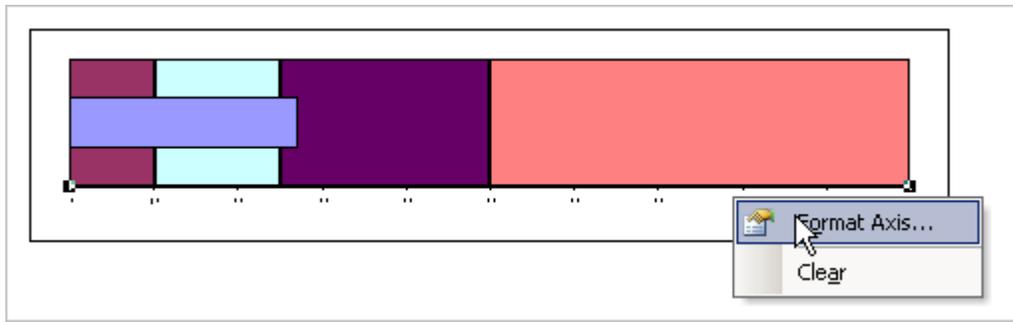
What's important here is that the Secondary Axis (the axis at the top of the chart) has a maximum value of 1, while the Primary Axis (the axis at the bottom of the chart) has a maximum value of 100.



Now your chart should appear similar to below.
 (note how the scale of the Actual value regained its accuracy) :

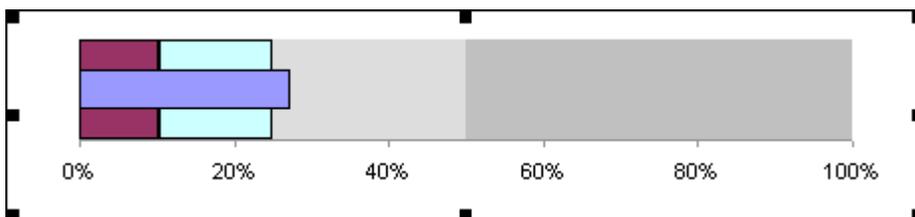
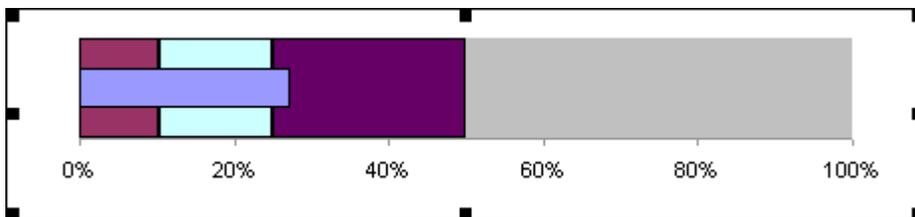


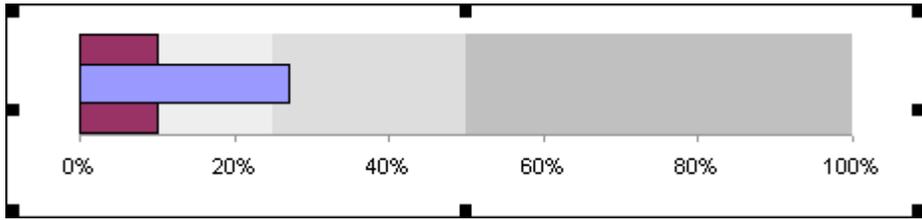
18. Select the **bottom Axis**, also known as the Primary Axis, and choose **Format Axis**.



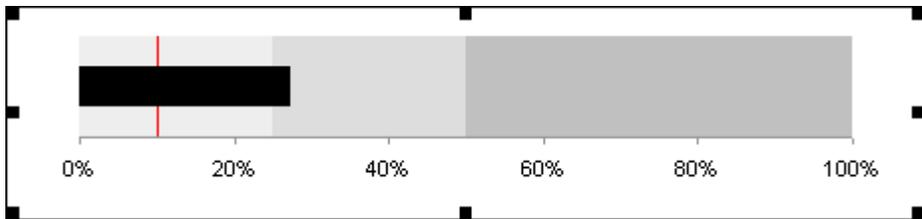
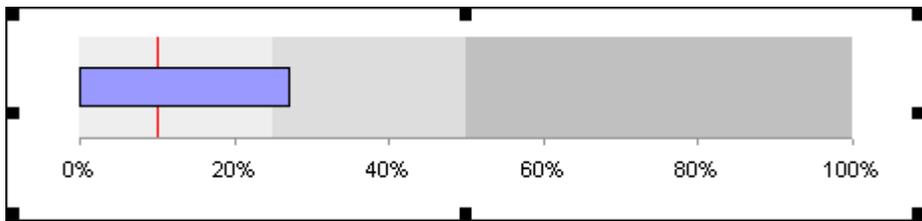
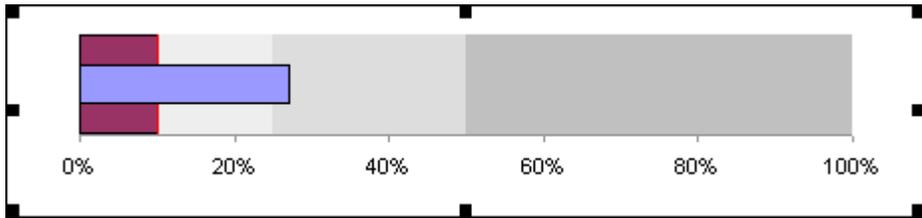
19. Change the font size of the Primary Axis to **8pt**.
 Change the Primary Axis line color to a dark grey instead of black.

20. Go through each of the data series and **Format Data Series**.
 Set the border to "none" and the background fill to the appropriate color within the bullet graph background.

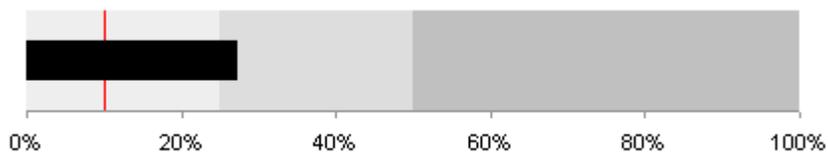




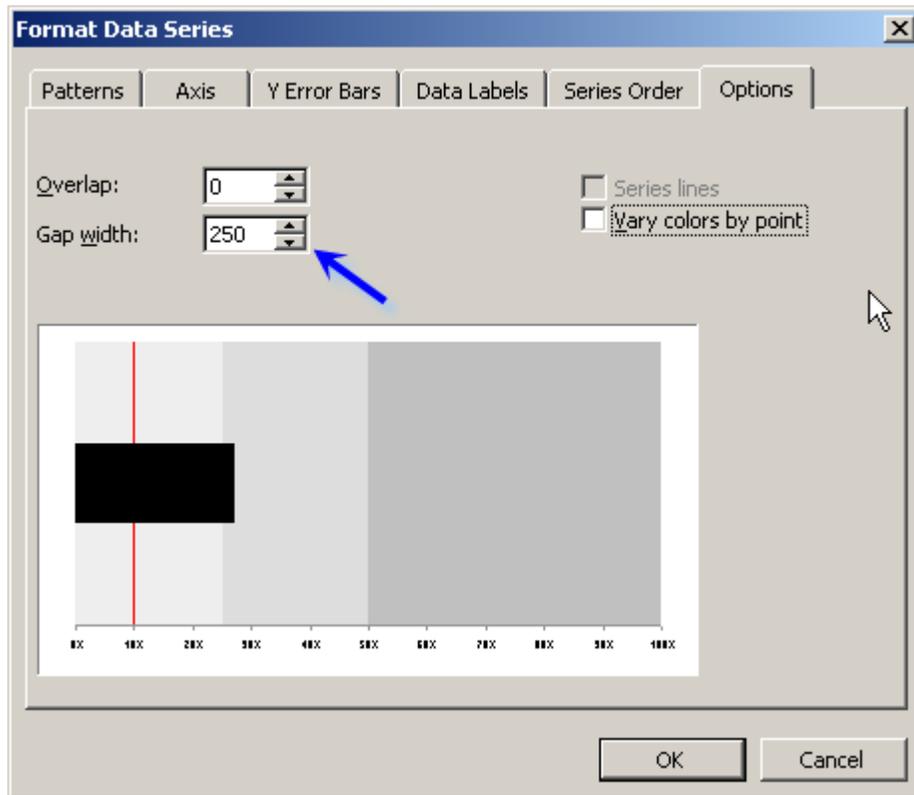
(The Target area is a very thin line, so you won't have much space to select its data series.)



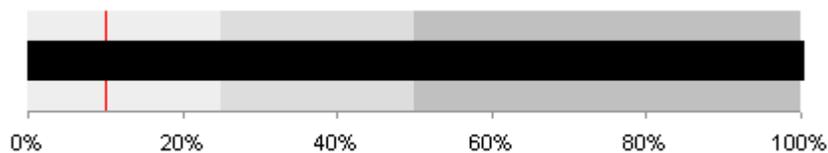
21. Turn off the chart area border and background fill, and you're bullet graph is ready to go.



22. You can change the “height” of the Actual value by increasing the Gap Width.



23. If your Actual value exceeds 100%, the chart will simply “stop” at 100.



Moving and Re-sizing?

The valuable Draw > Select Objects tool is a valuable helper.

