

PROGRESS METER

BY
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LAB: PROGRESS METER.

You have been tasked to create a Progress Meter info graphic.

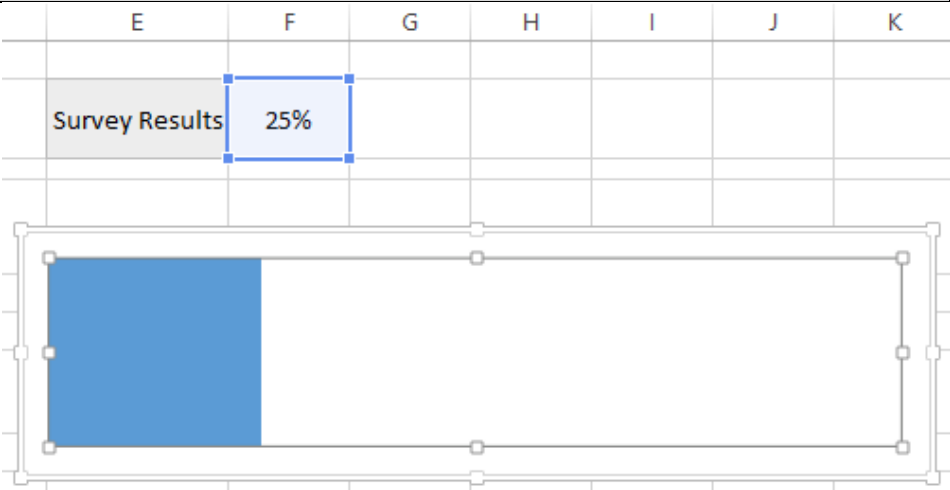
MODULE REQUIREMENTS

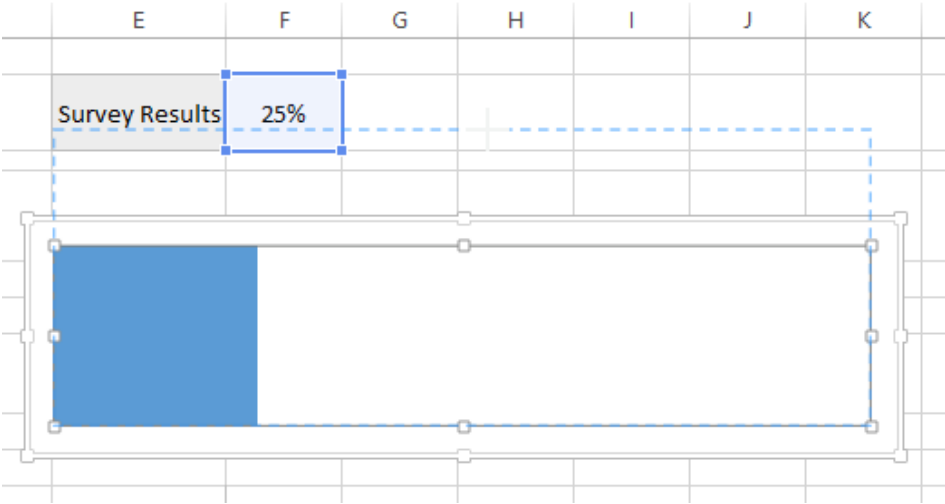

- ▶ Insert a bar chart.
- ▶ Link the bar chart.
- ▶ Format the bar chart to appear like an info graphic.

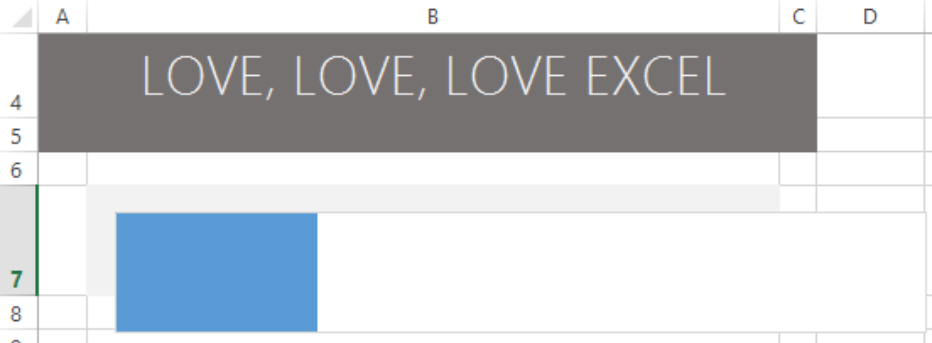
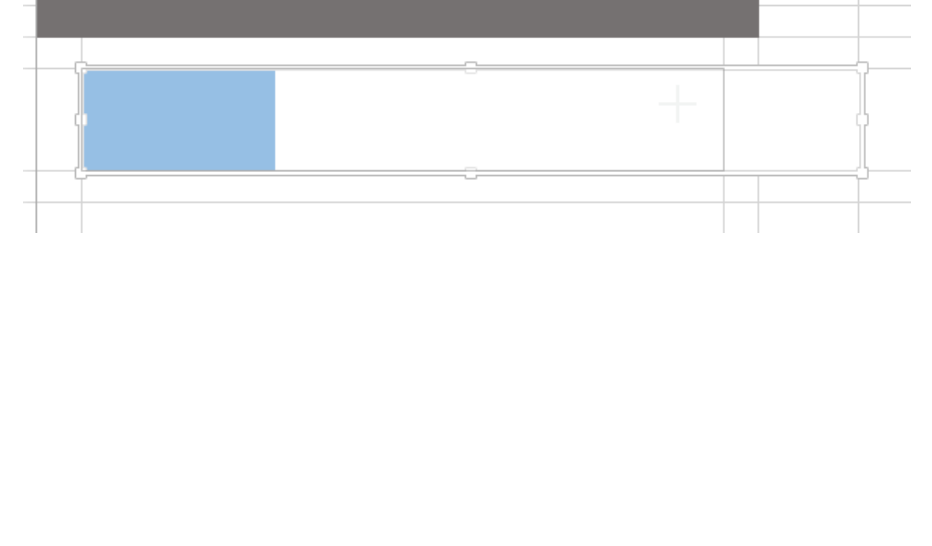
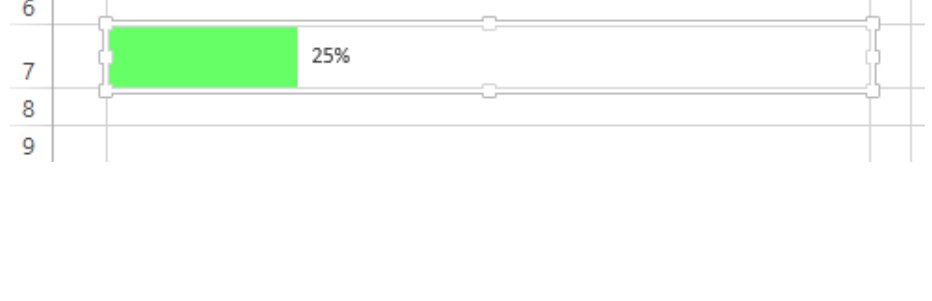
HINTS

STEP-BY-STEP INSTRUCTIONS

Click Steps	Screen Shots
<div>1. Open Module 15 – Info Graphics. Start on the Progress Meter tab.</div> <div>2. Highlight cell F2, which contains the survey results.</div> <div>3. With F2 highlighted, insert a new 2-D Clustered Bar Chart by going to Insert > 2-D Bar > Clustered Bar.</div>	<p>The screenshot displays the Microsoft Excel interface for 'Module 15 - Infographics.xlsx'. The 'Insert' tab is active, and the '2-D Bar' > 'Clustered Bar' path is highlighted in the ribbon. A tooltip for the 'Clustered Bar' chart type is visible, stating: 'Use this chart type to: • Compare values across a few categories. Use it when: • The chart shows duration. • The category text is long.' The background shows a progress meter chart with a blue bar at 44% and a table with 'Results' and '44%'.</p>

Click Steps	Screen Shots
<p>4. Set the Horizontal Value Axis properties: set the minimum bounds to 0 and the maximum bounds to 1. (Do not forget this step!)</p> <p>5. Set the Gap Width of the chart to be 0%, so it takes up the entire plot area.</p> <p>6. Delete the chart title.</p> <p>7. Delete the Horizontal (Value) axis from the chart.</p> <p>8. Delete the Vertical (Category) axis from on the chart.</p> <p>9. Delete the Major Gridlines from the chart.</p> <p>10. If all goes according to plan, your chart should look like the one that appears in the image.</p>	 <p>The screenshot shows a horizontal bar chart with a single blue bar. The bar is labeled '25%' and is positioned under the column header 'F'. The chart is titled 'Survey Results' and is located in the upper left corner of the grid. The grid has columns labeled E, F, G, H, I, J, and K. The bar chart is contained within a rectangular frame that spans from column E to column K and from row 1 to row 3. The bar itself is blue and extends from the left edge of column E to the right edge of column F. The text '25%' is displayed inside the bar. The chart title 'Survey Results' is located to the left of the bar. The grid lines are visible, and the overall layout is clean and professional.</p>

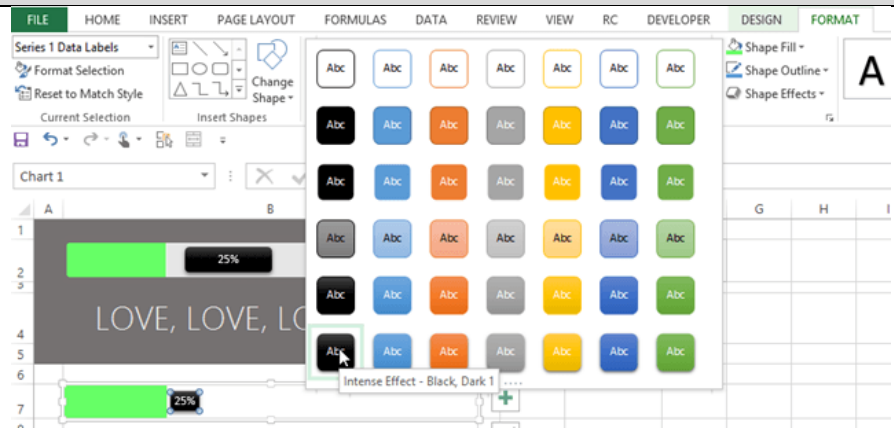
Click Steps	Screen Shots
<p>11. Now this next part is tricky. In the above to the right, you can see plot area of the chart has been selected. That leaves a very large margin between the plot area and the chart area. For this next step, we want to make the plot area to be exactly the same size as the larger chart area. You can do this by dragging the anchors of the plot area beyond the contours of the chart area. You can see I'm doing this for the top anchor in the chart to the right. You'll need to do it for all four sides.</p>	 <p>The screenshot shows an Excel spreadsheet with columns E through K. A chart is displayed with a blue plot area. The plot area is currently small, spanning from column E to column F. A dashed blue border indicates the selection of the plot area. A text box labeled 'Survey Results' is positioned above the plot area, and a data label '25%' is visible within the plot area. The chart area is much larger than the current plot area, leaving a significant margin.</p>
<p>12. If all goes according to plan, it should look like the image to the left.</p>	 <p>The screenshot shows the same Excel spreadsheet as in the previous step. The chart's plot area (blue) has been expanded to fill the entire chart area, matching the dimensions of the chart's frame. The plot area now spans from column E to column K, and the data label '25%' is still visible within the plot area.</p>

Click Steps	Screen Shots
<p>13. In this next step, we're going to anchor the entire chart to a cell. Specifically, in the image to the right, I am going to anchor the chart to cell B7.</p>	 A screenshot of an Excel spreadsheet. The chart area is highlighted in grey, and the text 'LOVE, LOVE, LOVE EXCEL' is displayed in white. The chart is positioned within the grid lines of cells B7, C7, D7, and E7. The column headers A, B, C, and D are visible at the top, and row numbers 4, 5, 6, 7, 8, and 9 are visible on the left. Cell B7 is highlighted with a green border.
<p>14. To get the chart to fit to the cell exactly, we're going to use the Snap-To-Grid feature. Once you've selected the chart, you can enable Snap-To-Grid from in Align dropdown from the on the Format context tab. Simply drag the anchors to fit in the cell as I do in the image to the right.</p>	 A screenshot of the same Excel spreadsheet, but the chart is now blue. It has small white handles at its corners and midpoints, indicating it is selected and being resized. The chart is being adjusted to fit exactly within the boundaries of cell B7. A plus sign is visible in the background of the chart area.
<p>15. I've decided to give the bar an electric green color. I've also right-clicked the bar chart and added data labels from on the popup menu. Feel free to style as you see fit.</p>	 A screenshot of the Excel spreadsheet showing the final chart. The bar is now electric green. A data label '25%' is positioned to the right of the bar. The chart is still within the grid lines of cells B7, C7, D7, and E7. The column headers A, B, C, and D are visible at the top, and row numbers 6, 7, 8, and 9 are visible on the left.

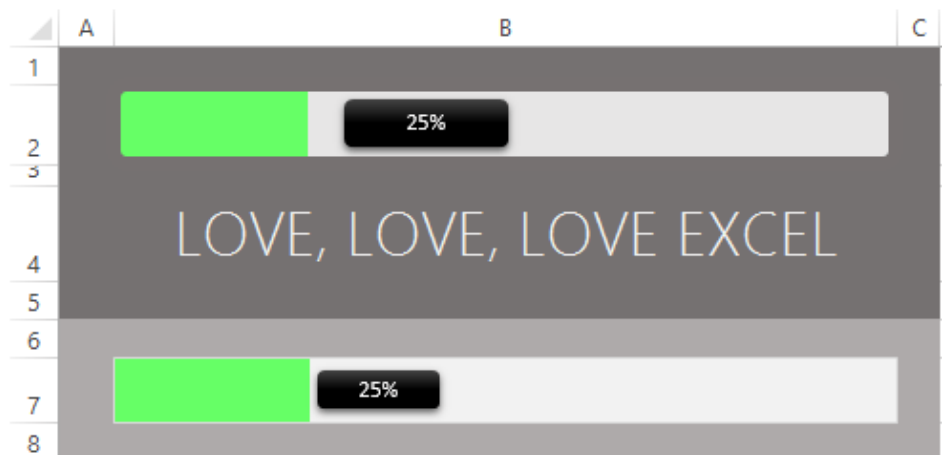
Click Steps

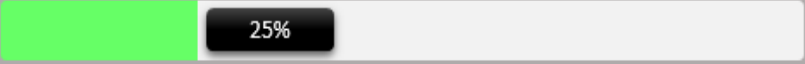
16. You can select the data label to change it's options and make it prettier. From the Format tab, you can change how the data label is presented. For starters, I've changed it's shape to a rounded rectangle. The Change Shape dropdown is in the Insert Shapes group on the Format tab (not available in 2010 and earlier).
17. To make things easy, I've simply selected one of the preloaded defaults (it's rare I ever do that, but the colors fit so well) for its background and font color.

Screen Shots



18. Now, with the data label selected, turn off Snap-To-Grid and then resize the label for effect. In addition, you can also select the plot area and give it a more stylistic background color as I've done below. Finally, you can add some color formatting in the cells that surround the chart.



Click Steps	Screen Shots	
<p>19. Our final task will be to give the chart above that appearance being rounded. Select the chart above, and from on the Format context tab, ensure the shape outline has been set to none. Next, from on the Inset tab, insert a new rounded rectangle shape. The shape will require some formatting, so do this:</p> <p>20. Set the fill color to none.</p> <p>21. Set the shape border to be the same color as the cells surrounding the bar chart.</p> <p>22. Once you've done these steps, flip Snap-To-Grid back on and size the shape to fill up the same cell area currently holding your bar chart. Your screen should look something like the associated image.</p>	6	
	7	
	8	