Binary Range Chart

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	
1/2	51	
1/3	39	
1/4	43	
1/5	43	
1/6	56	
1/7	44	
1/8	43	
1/9	39	
1/10	33	
1/11	50	
1/12	35	
1/13	34	
1/14	53	
1/15	44	
1/16	58	
1/17	12	
1/18	10	
1/19	4	
1/20	62	
1/21	47	

Step 1: Click Insert Tab

Step 2: Insert Line Chart A1:A91 & B1:B91

Step 3: Select Chart, Select Data, Add Series

Step 4: Select Name, Select Range CTRL Shift Down

Step 5: Edit To Add The Dates

Step 6: Select The Range, Press Ok

Step 7: Change Chart Type, Select Combo Chart

Step 8: Line Chart For One

Step 9: Column Chart, Secondary Axis

Step 10: Select Chart, More Options

Step 11: Select Series Option

Step 12: Make Gap Width 0%

Step 13: Change The Fill To Light Gray

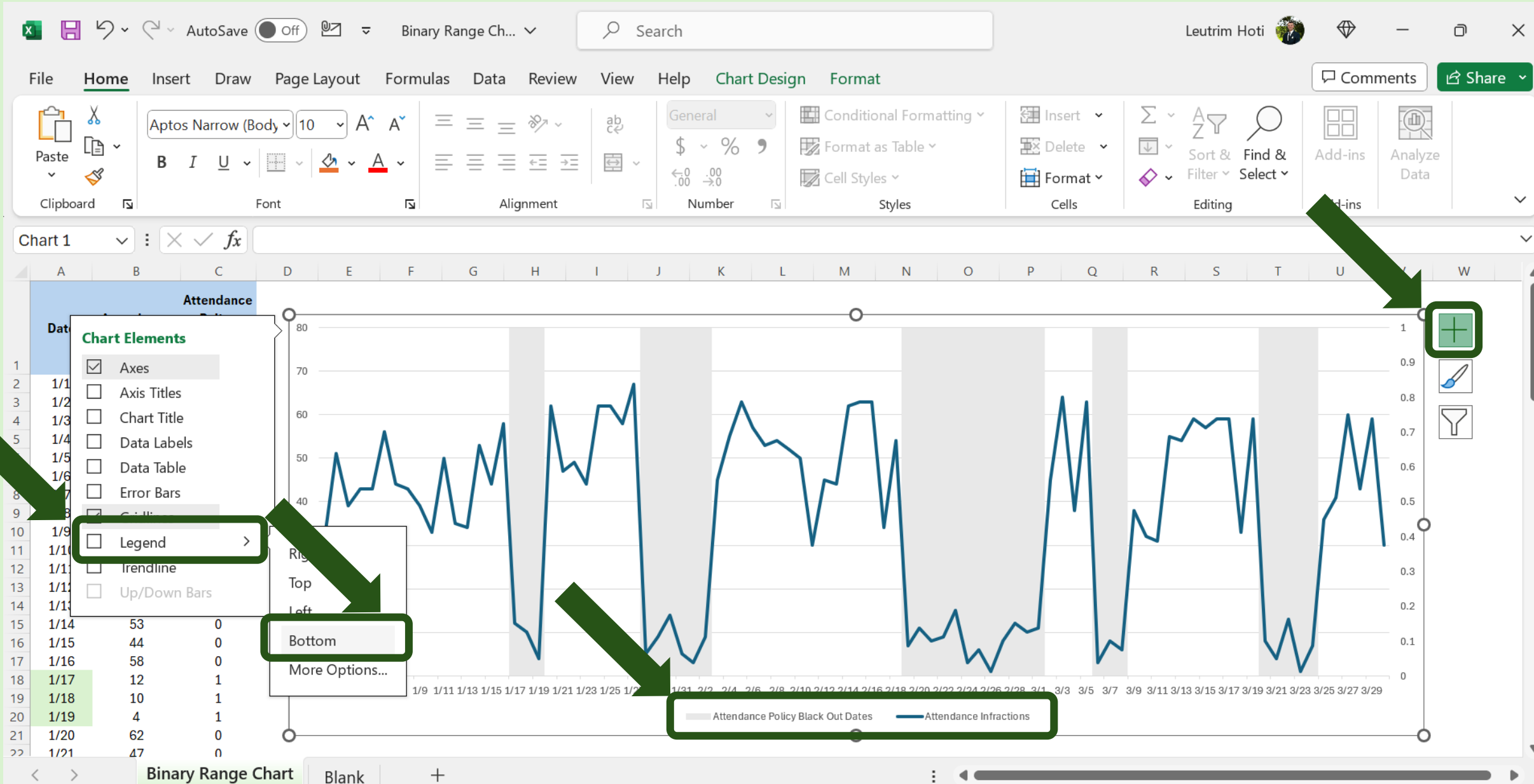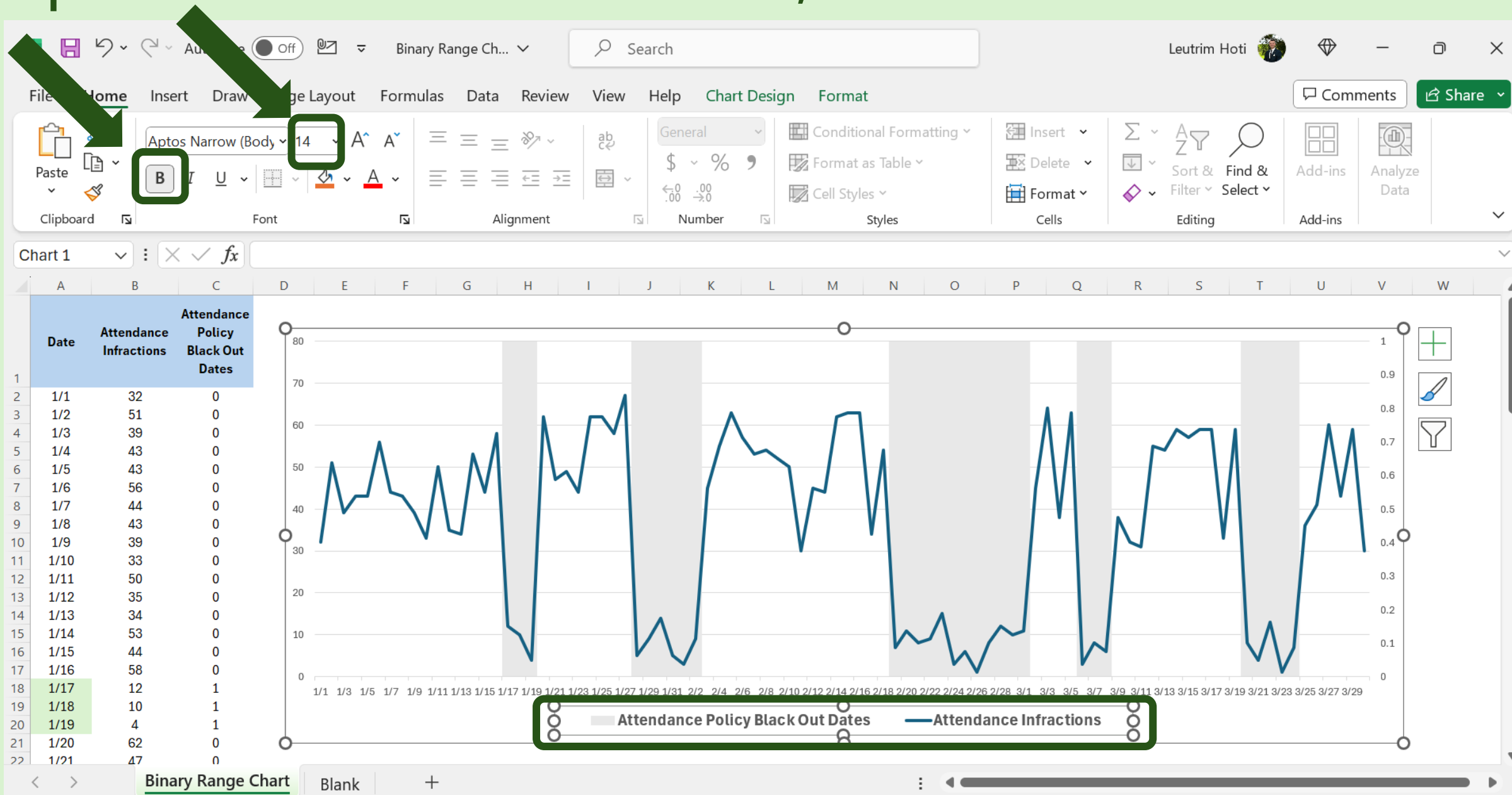# Step 14: Secondary Vertical Axis
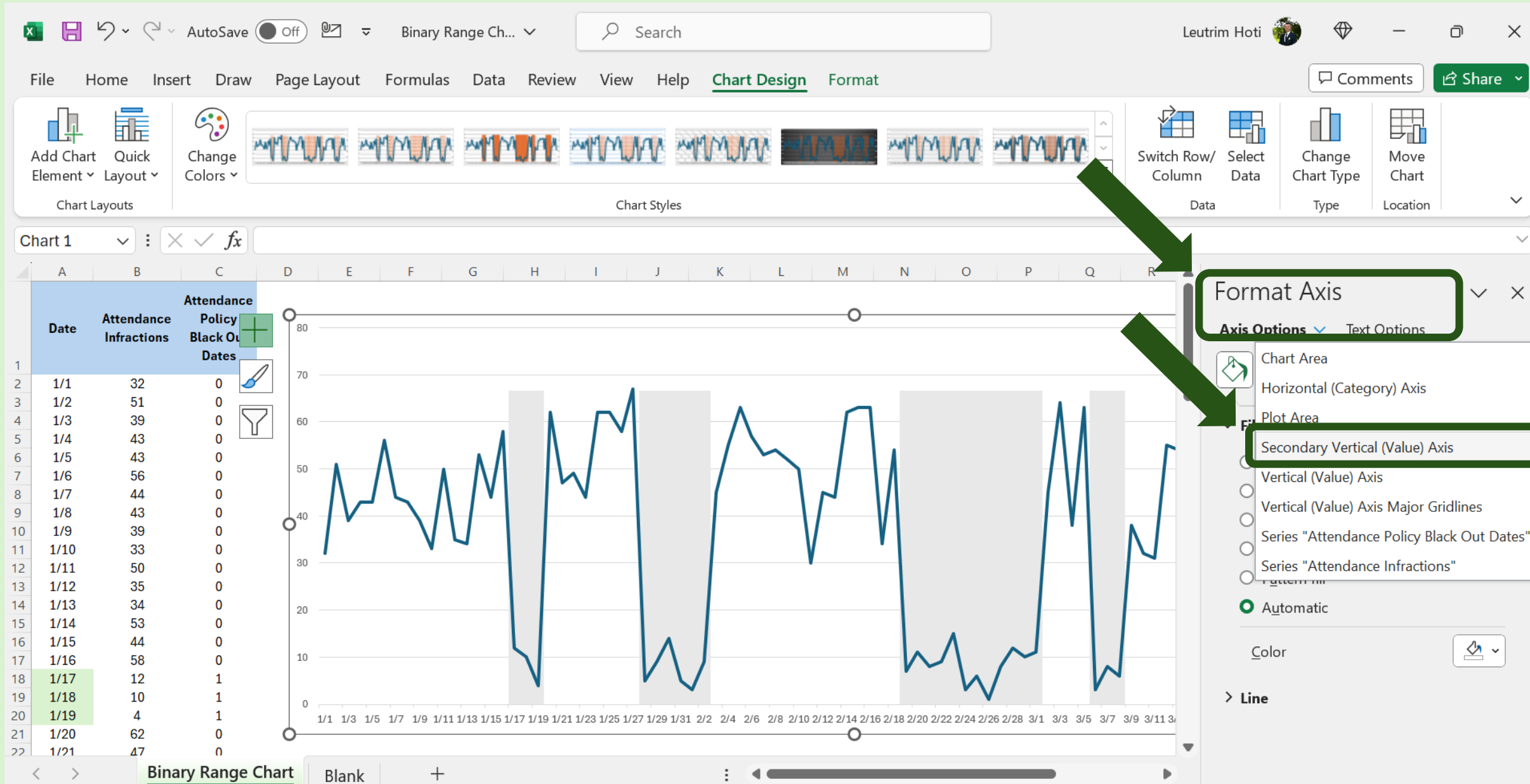
Step 15: Make 1.0
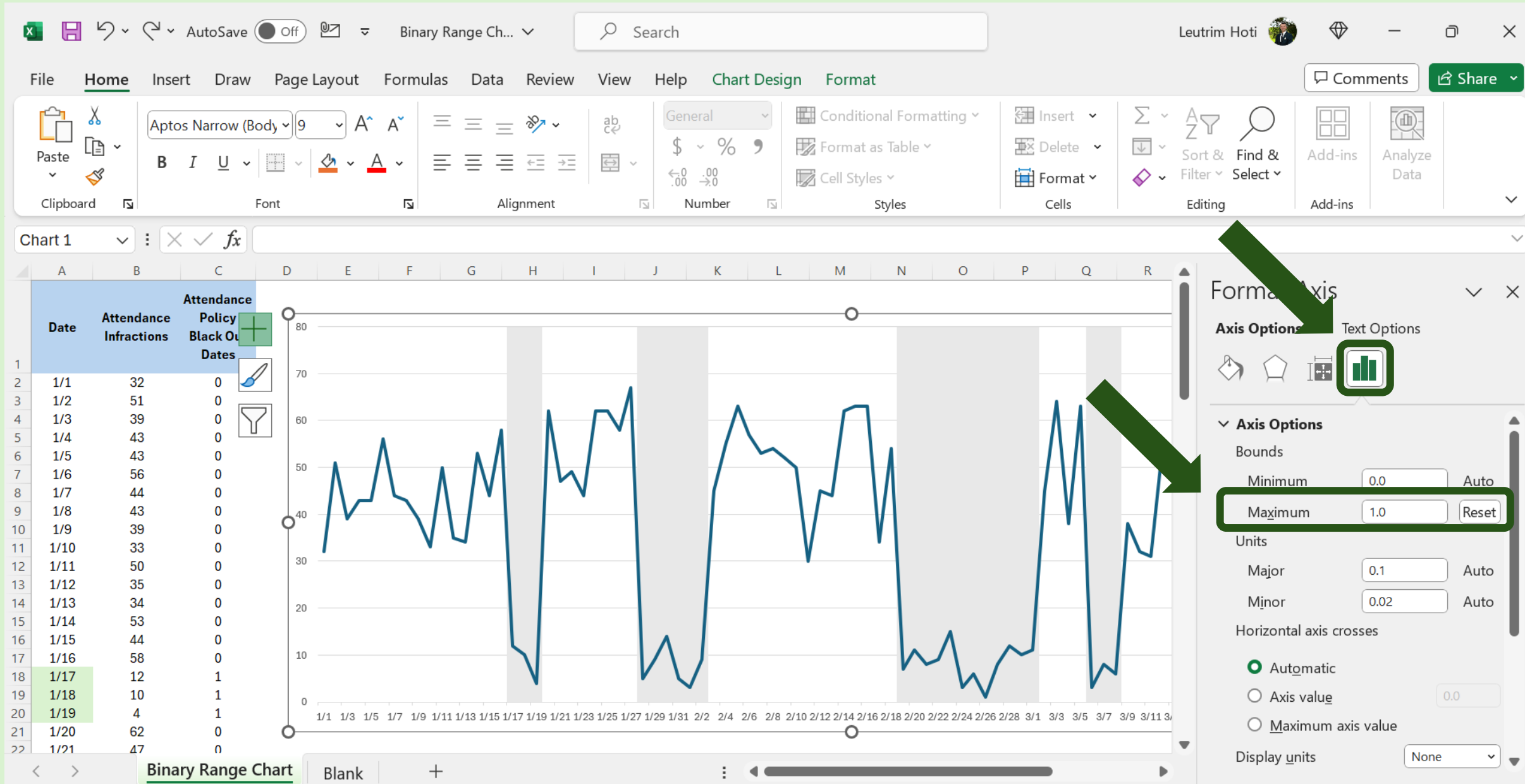
Step 16: Legend More, Bottom

Step 17: Increase The Font, Make It Bold

Step 18: Right Click, Format Axis

Step 19: Category Number, Format Code ;;;

Step 20: The End