

# Binary Range Chart



Clipboard: Paste, Copy, Paste with styles, Paste as plain text, Paste as picture, Paste as picture with text effects.

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text color, Background color, Font color.

Alignment: Left, Center, Right, Justify, Merge cells, Unmerge cells.

Number: General, Currency, Percentage, Comma, Thousands separator, Fraction, Decimals, Increase decimal places, Decrease decimal places.

Styles: Conditional Formatting, Format as Table, Cell Styles.

Cells: Insert, Delete, Format.

Editing: Sort & Filter, Find & Select.

Add-ins: Add-ins, Analyze Data.

C2 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Date	Attendance Infractions	Attendance Policy Black Out Dates																				
2	1/1	32																					
3	1/2	51																					
4	1/3	39																					
5	1/4	43																					
6	1/5	43																					
7	1/6	56																					
8	1/7	44																					
9	1/8	43																					
10	1/9	39																					
11	1/10	33																					
12	1/11	50																					
13	1/12	35																					
14	1/13	34																					
15	1/14	53																					
16	1/15	44																					
17	1/16	58																					
18	1/17	12																					
19	1/18	10																					
20	1/19	4																					
21	1/20	62																					
22	1/21	47																					

Binary Range Chart Blank +

# Step 1: Click Insert Tab

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected in the ribbon. A green arrow points to the 'Insert' tab. The spreadsheet contains a table with the following data:

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

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

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Recommended Charts' group is active, and the '2-D Line' chart type is highlighted with a green arrow. A tooltip for the 'Line' chart type is displayed, providing instructions on when to use it. A preview of a line chart is visible on the right side of the screen. The background spreadsheet shows columns for Date, Attendance Infractions, and Attendance Policy Black Out Dates.

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 3: Select Chart, Select Data, Add Series

The screenshot shows the Microsoft Excel interface with the Chart Design ribbon active. The ribbon includes options for Chart Layouts, Chart Styles, and Chart Type. A 'Select Data Source' dialog box is open, showing the chart data range as '=Binary Range Chart!\$A\$1:\$B\$91'. The dialog has sections for Legend Entries (Series) and Horizontal (Category) Axis Labels. The 'Add' button in the Legend Entries section is highlighted with a green box and a green arrow. The 'Attendance Infractions' series is listed with a checked box. The Horizontal Axis Labels section shows dates from 1/1 to 3/29. A line chart is visible in the background, showing a fluctuating blue line. The data table on the left is as follows:

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 4: Select Name, Select Range CTRL Shift

## Down

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A line chart is displayed, and the 'Edit Series' dialog box is open. The dialog box shows the following information:

- Series name: '=Binary Range Chart!\$C\$1' = Attendance Pol...
- Series values: '=Binary Range Chart!\$C\$2:\$C\$91' = 0, 0, 0, 0, 0,...

The spreadsheet data is as follows:

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 5: Edit To Add The Dates

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A line chart is displayed, showing two data series: 'Attendance Infractions' (blue line) and 'Attendance Policy Black Out Dates' (orange line). The chart is titled 'Binary Range Chart'. A 'Select Data Source' dialog box is open, showing the data range and legend entries. A green arrow points to the 'Edit' button for the 'Attendance Policy Black Out Dates' series.

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 6: Select The Range, Press Ok

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab active. A line chart is displayed on the right side of the spreadsheet. The 'Axis Labels' dialog box is open, showing the 'Axis label range' as `= 'Binary Range Chart'!$A$2:$A$91`. A green dashed box highlights the data range in the spreadsheet, and a green arrow points to the 'OK' button in the dialog box.

Date	Attendance	Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0



# Step 7: Change Chart Type, Select Combo Chart

The screenshot shows the Microsoft Excel interface with the Chart Design tab selected. The 'Change Chart Type' dialog box is open, displaying the 'All Charts' tab. The 'Combo' chart type is highlighted in the 'Recent' section. A green arrow points to the 'Change Chart Type' button in the ribbon, and another green arrow points to the 'Combo' option in the dialog box.

**Chart Data:**

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

**Chart Configuration:**

Series Name	Chart Type	Secondary Axis
Attendance Infractions	Line	<input type="checkbox"/>
Attendance Policy Black Out Dates	Line	<input type="checkbox"/>

# Step 8: Line Chart For One

The screenshot displays the Microsoft Excel interface with the 'Change Chart Type' dialog box open. The 'Chart Design' tab is active in the ribbon. The dialog box shows the 'Line' chart type selected, and the 'Attendance Infractions' series is set to a line chart. The 'Attendance Policy Black Out Dates' series is also set to a line chart. The background shows a spreadsheet with columns for Date, Attendance Infractions, and Attendance Policy Black Out Dates, and a partially visible line chart.

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 9: Column Chart, Secondary Axis

File Home Insert Draw Page Layout Formulas Data Review View Help **Chart Design** Format

Change Chart Type

Recommended Charts All Charts

Column

Custom Combination

Bar

Line

Area

X Y (Scatter)

Stock

Surface

Radar

Treemap

Sunburst

Historical

Box & Whisker

Waterfall

Funnel

Combo

Choose the chart type and axis for your data:

Series Name

Attendance Infractions

Attendance Policy Black Out D...

Clustering

OK Cancel

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 10: Select Chart, More Options

The screenshot shows the Microsoft Excel interface with the **Chart Design** ribbon selected. The chart is a line chart with orange vertical bars overlaid. The **Chart Elements** menu is open, showing options for axes, titles, labels, and gridlines. The **More Options...** button is highlighted in the menu. The **Change Chart Type** button is also highlighted in the ribbon. The chart is titled **Attendance** and is located in the **Binary Range Chart** workbook.

Date	Attendance	Value
1/1		
1/2		
1/3		
1/4		
1/5		
1/6		
1/7		
1/8		
1/9		
1/10		
1/11		
1/12		
1/13		
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 11: Select Series Option

The screenshot shows the Microsoft Excel interface with a line chart titled "Binary Range Chart". The chart displays two data series: "Attendance Policy Black Out Dates" (represented by orange vertical bars) and "Attendance Infractions" (represented by a blue line). The chart is currently in the "Format Data Series" task pane, which is open to the "Series Options" section. The "Series Options" section is expanded to show the "Attendance Policy Black Out Dates" series selected. The "Attendance Infractions" series is also visible in the list below. The "Gap width" for the selected series is set to 150%.

**Chart Formula:** `=SERIES('Binary Range Chart'!$C$1,'Binary Range Chart'!$A$2:$A$91,'Binary Range Chart'!$C$2:$C$91,2)`

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 12: Make Gap Width 0%

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. The chart is a line chart with data points and orange shaded areas representing blackouts. The 'Format Data Series' task pane is open on the right, and the 'Gap Width' is set to 0%.

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

**Format Data Series**

Series Options

Plot Series On

Primary Axis

Secondary Axis

Series Overlap: 0%

Gap Width: 0%

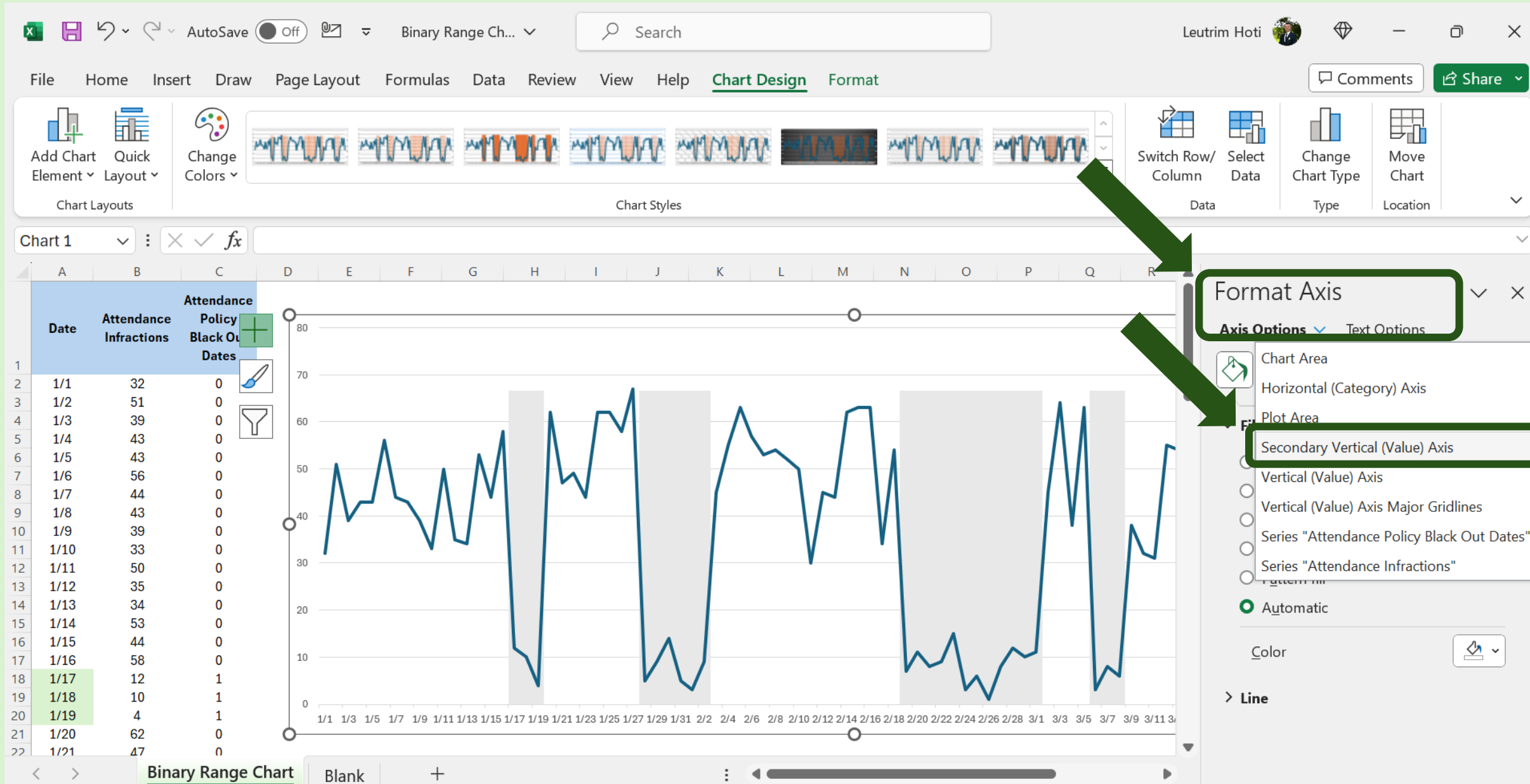


# Step 13: Change The Fill To Light Gray

The screenshot displays the Microsoft Excel interface with the 'Chart Design' ribbon active. A line chart is shown with orange-filled areas. The 'Format Data Series' task pane is open, and the 'Fill' section is expanded. The 'Light Gray, Background 2' color swatch is selected. The formula bar shows the chart's data series formula: `=SERIES('Binary Range Chart'!$C$1,'Binary Range Chart'!$A$2:$A$91,'Binary Range Chart'!$C$2:$C$91,2)`.

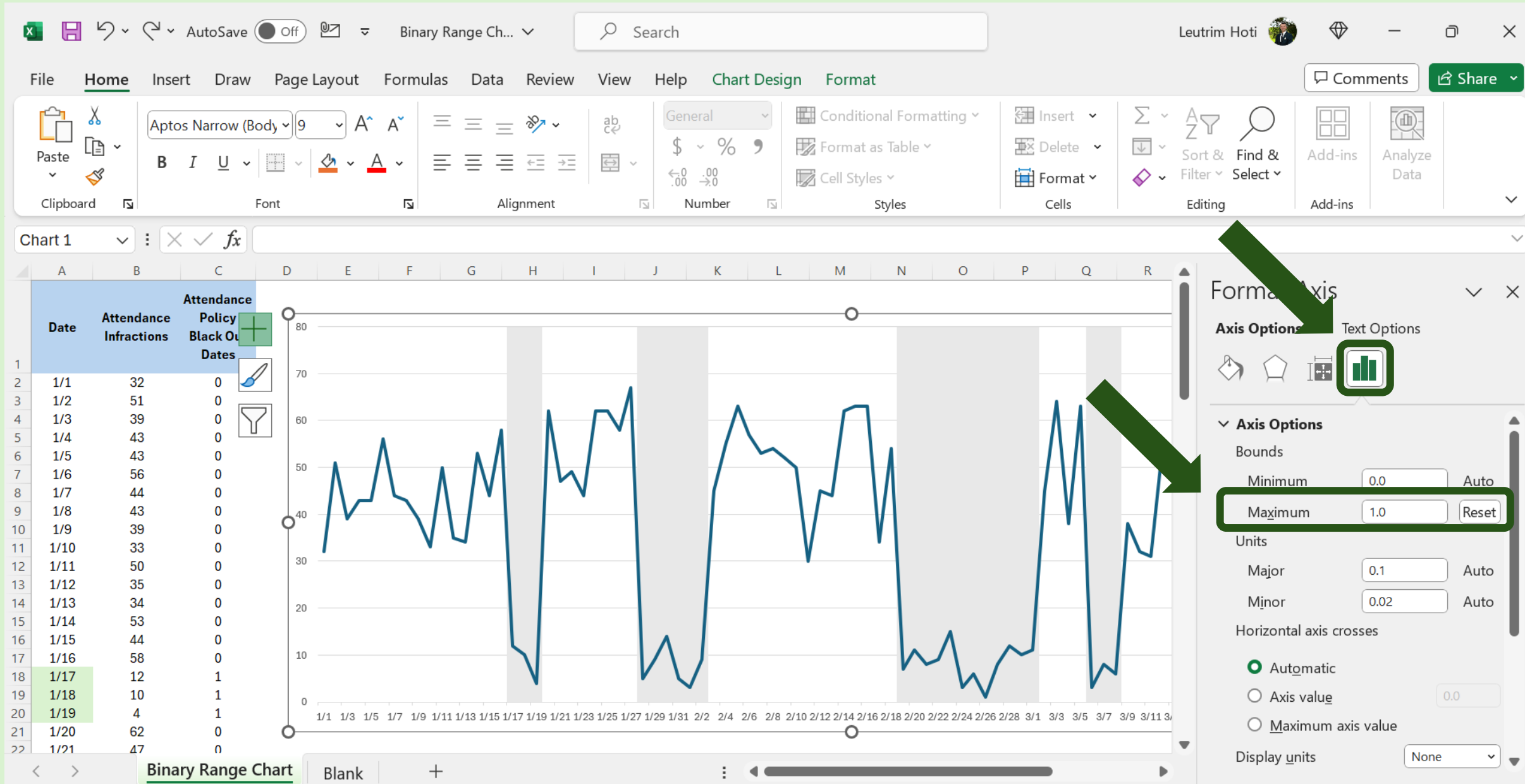
Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 14: Secondary Vertical Axis

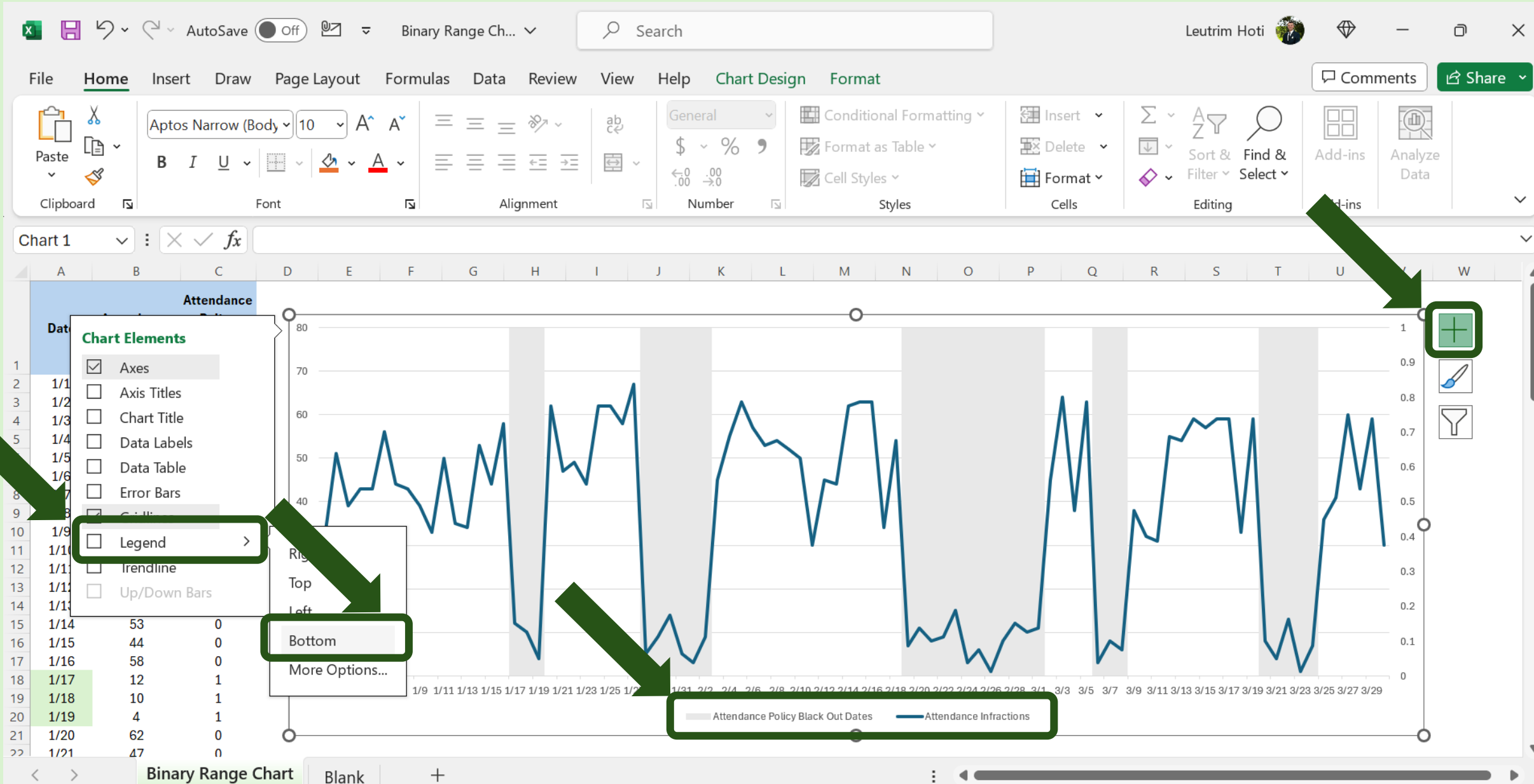




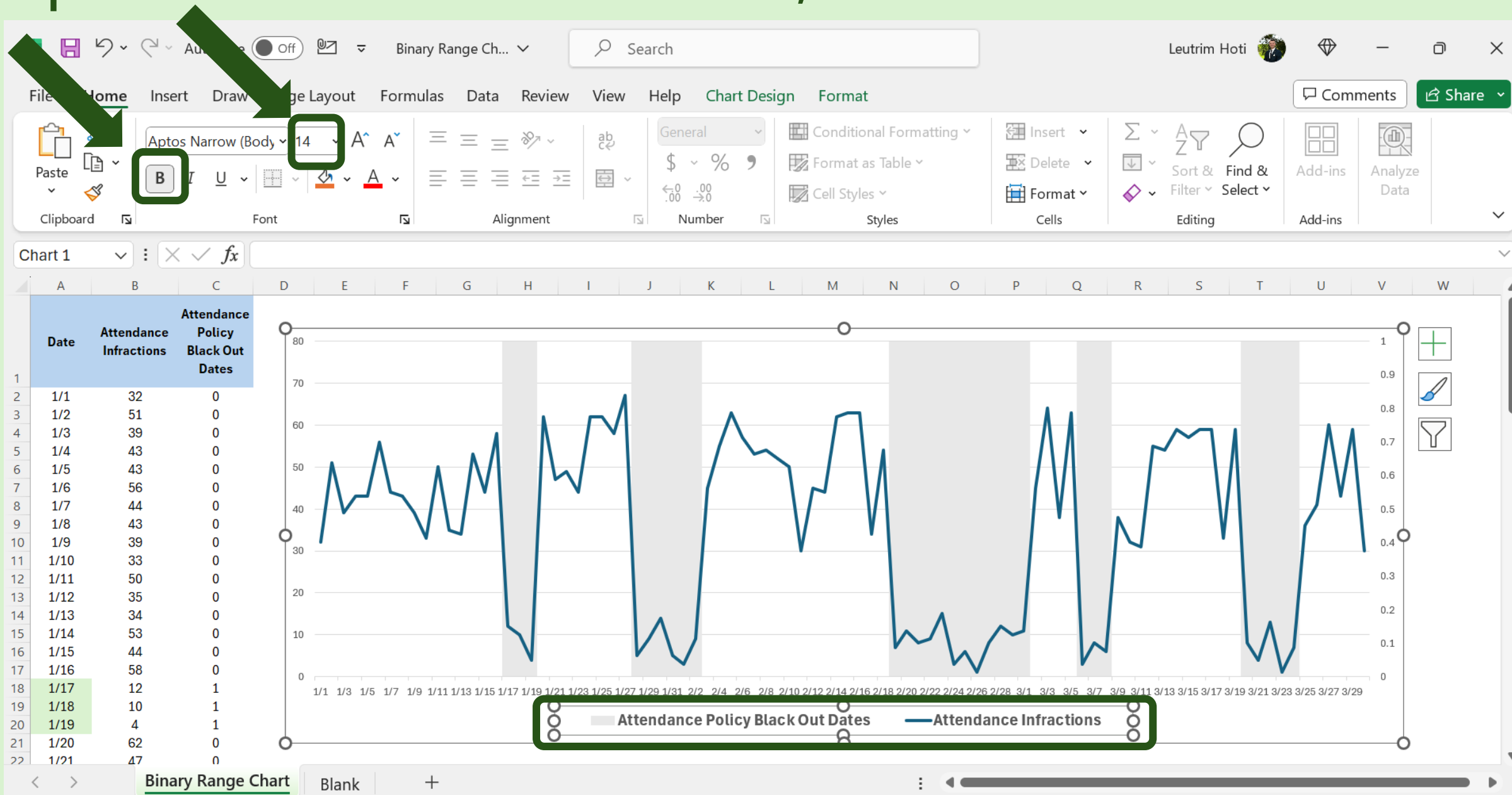
# Step 15: Make 1.0



# Step 16: Legend More, Bottom



# Step 17: Increase The Font, Make It Bold



# Step 18: Right Click, Format Axis

The screenshot displays the Microsoft Excel interface with the 'Chart Design' tab selected. A line chart is plotted on a spreadsheet, showing 'Attendance Policy Black Out Dates' as shaded vertical bars and 'Attendance Infractions' as a blue line. The vertical axis (y-axis) is selected, and a context menu is open over it. The 'Format Axis...' option is highlighted with a green box. A green arrow points from the 'Format Axis...' option to the 'Reset to Match' option. Another green arrow points from the 'Format Axis...' option to the chart area. The spreadsheet data is visible on the left.

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 19: Category Number, Format Code ;;;

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab active. A line chart is displayed, plotting 'Attendance Infractions' (blue line) against dates from 1/1 to 1/21. Grey shaded vertical bars represent 'Attendance Policy Black Out Dates'. The 'Format Axis' task pane is open on the right, showing the 'Number' category selected for the x-axis. The format code is set to ';;; '.

Date	Attendance Infractions	Attendance Policy Black Out Dates
1/1	32	0
1/2	51	0
1/3	39	0
1/4	43	0
1/5	43	0
1/6	56	0
1/7	44	0
1/8	43	0
1/9	39	0
1/10	33	0
1/11	50	0
1/12	35	0
1/13	34	0
1/14	53	0
1/15	44	0
1/16	58	0
1/17	12	1
1/18	10	1
1/19	4	1
1/20	62	0
1/21	47	0

# Step 20: The End

