

# Custom Pacing Chart



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	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	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target													
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000																	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000																	
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000																	
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000																	
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000																	
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000																	
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000																	
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000																	
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000																	
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000																	
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000																	
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000																	
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000																	
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000																	
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000																	
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000																	
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000																	
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000																	
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000																	
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000																	
22	4/21	-	-	\$150,000	-	70.0%	\$105,000																	
23	4/22	-	-	\$150,000	-	73.3%	\$110,000																	
24	4/23	-	-	\$150,000	-	76.7%	\$115,000																	
25	4/24	-	-	\$150,000	-	80.0%	\$120,000																	
26	4/25	-	-	\$150,000	-	83.3%	\$125,000																	
27	4/26	-	-	\$150,000	-	86.7%	\$130,000																	
28	4/27	-	-	\$150,000	-	90.0%	\$135,000																	
29	4/28	-	-	\$150,000	-	93.3%	\$140,000																	
30	4/29	-	-	\$150,000	-	96.7%	\$145,000																	

# Step 1: Insert Line Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Line' chart type is chosen in the 'Sparklines' group. A green arrow points to the 'Line' icon, and a green box highlights the '2-D Line' chart options. The background shows a spreadsheet with columns for Date, Revenue, Cumulative Rev, Goal, Gap, and % of Month.

	A	B	C	D	E	F	G
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	T
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$1
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$1
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$2
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$2
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$3
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$3
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$4
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$4
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$5
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$5
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$6
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$6
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$7
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$7
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$8
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$8
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$9
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$9
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$1
22	4/21	-	-	\$150,000	-	70.0%	\$1
23	4/22	-	-	\$150,000	-	73.3%	\$1
24	4/23	-	-	\$150,000	-	76.7%	\$1
25	4/24	-	-	\$150,000	-	80.0%	\$1
26	4/25	-	-	\$150,000	-	83.3%	\$1
27	4/26	-	-	\$150,000	-	86.7%	\$1
28	4/27	-	-	\$150,000	-	90.0%	\$1
29	4/28	-	-	\$150,000	-	93.3%	\$140,000
30	4/29	-	-	\$150,000	-	96.7%	\$145,000

# Step 2: Select Data

The screenshot displays the Microsoft Excel interface with the Chart Design ribbon active. A context menu is open over a chart, with the 'Select Data...' option highlighted. A green arrow points to this option. The background shows a data table with the following columns: Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, and Over Target. The data rows are numbered 1 through 30.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target			
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000							
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000							
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000							
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000							
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000							
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000							
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000							
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000							
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000							
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000							
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000							
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000							
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000							
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000							
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000							
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000							
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000							
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000							
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000							
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000							
22	4/21	-	-	\$150,000	-	70.0%	\$105,000							
23	4/22	-	-	\$150,000	-	73.3%	\$110,000							
24	4/23	-	-	\$150,000	-	76.7%	\$115,000							
25	4/24	-	-	\$150,000	-	80.0%	\$120,000							
26	4/25	-	-	\$150,000	-	83.3%	\$125,000							
27	4/26	-	-	\$150,000	-	86.7%	\$130,000							
28	4/27	-	-	\$150,000	-	90.0%	\$135,000							
29	4/28	-	-	\$150,000	-	93.3%	\$140,000							
30	4/29	-	-	\$150,000	-	96.7%	\$145,000							



# Step 3: Add Series

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon active. A 'Select Data Source' dialog box is open, overlaid on a data table. The dialog box has a 'Chart data range' field, a 'Switch Row/Column' button, and two sections: 'Legend Entries (Series)' and 'Horizontal (Category) Axis Labels'. The 'Add' button in the 'Legend Entries (Series)' section is highlighted with a green box, and a green arrow points to it. The background data table is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%					
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%					
4/4	\$2,122	\$17,007	\$150,000	-\$128,993	13.3%					
4/5	\$1,400	\$18,407	\$150,000	-\$125,593	16.7%					
4/6	\$2,818	\$21,225	\$150,000	-\$122,775	20.0%					
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%					
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%					
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%					
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%					
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%					
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%					
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%					
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%					
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%					
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%					
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%					
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%					
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%					
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%					
4/21	-	-	\$150,000	-	70.0%					
4/22	-	-	\$150,000	-	73.3%					
4/23	-	-	\$150,000	-	76.7%					
4/24	-	-	\$150,000	-	80.0%					
4/25	-	-	\$150,000	-	83.3%					
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

# Step 4: Select Range, Press OK

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A chart titled 'Goal' is displayed, overlaid on a spreadsheet. The 'Edit Series' dialog box is open, showing the following information:

- Series name: ='Custom Pacing Chart'!\$D\$1 = Goal
- Series values: ='Custom Pacing Chart'!\$D\$2:\$D\$31 = \$150,000 , \$15...

The 'OK' button in the dialog box is highlighted with a green box, and a green arrow points to it. The spreadsheet data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				







# Step 8: Select Range, Press OK

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A chart is displayed on the right side of the spreadsheet. An 'Edit Series' dialog box is open, showing the following information:

- Series name: `= 'Custom Pacing Chart'!$G$1` = Target
- Series values: `= 'Custom Pacing Chart'!$G$2:$G$31` = \$5,000 , \$10,0...

The 'OK' button in the dialog box is highlighted with a green box, and a green arrow points to it. The spreadsheet data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

# Step 9: Edit Horizontal Axis

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A 'Select Data Source' dialog box is open, displaying the following information:

- Chart data range:** `= 'Custom Pacing Chart!$A$1:$A$31, Custom Pacing Chart!$D$1:$D$31, Custom Pacing Chart!$G$1:$G$31'`
- Legend Entries (Series):** A list with 'Goal' and 'Target' checked.
- Horizontal (Category) Axis Labels:** A list with '1', '2', '3', '4', and '5' checked.

A green arrow points to the 'Edit' button in the 'Horizontal (Category) Axis Labels' section. The background spreadsheet shows data for dates from 4/1 to 4/30, with columns for values, percentages, and goals.

Date	Value	Percentage	Goal
4/1	\$2,837	3.3%	\$5,000
4/2	\$9,281	6.7%	\$10,000
4/3	\$2,767	10.0%	\$15,000
4/4	\$2,122	13.3%	\$20,000
4/5	\$1,400	16.7%	\$25,000
4/6	\$2,818	20.0%	\$30,000
4/7	\$3,500	23.3%	\$35,000
4/8	\$2,446	26.7%	\$40,000
4/9	\$8,273	30.0%	\$45,000
4/10	\$2,857	33.3%	\$50,000
4/11	\$1,323	36.7%	\$55,000
4/12	\$12,421	40.0%	\$60,000
4/13	\$6,308	43.3%	\$65,000
4/14	\$11,928	46.7%	\$70,000
4/15	\$13,273	50.0%	\$75,000
4/16	\$7,362	53.3%	\$80,000
4/17	\$4,626	56.7%	\$85,000
4/18	\$1,128	60.0%	\$90,000
4/19	\$2,481	63.3%	\$95,000
4/20	\$2,818	66.7%	\$100,000
4/21	-	70.0%	\$105,000
4/22	-	73.3%	\$110,000
4/23	-	76.7%	\$115,000
4/24	-	80.0%	\$120,000
4/25	-	83.3%	\$125,000
4/26	-	86.7%	\$130,000
4/27	-	90.0%	\$135,000
4/28	-	93.3%	\$140,000
4/29	-	96.7%	\$145,000
4/30	-	100.0%	\$150,000



# Step 10: Select Range, Press OK

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab active. A data table is visible in the background, and a chart is being created. The 'Axis Labels' dialog box is open, and the 'OK' button is highlighted with a green arrow.

	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	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target												
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000																
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000																
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000																
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000																
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000																
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000																
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000																
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000																
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000																
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000																
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000																
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000																
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000																
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000																
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000																
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000																
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000																
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000																
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000																
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000																
22	4/21	-	-	\$150,000	-	70.0%	\$105,000																
23	4/22	-	-	\$150,000	-	73.3%	\$110,000																
24	4/23	-	-	\$150,000	-	76.7%	\$115,000																
25	4/24	-	-	\$150,000	-	80.0%	\$120,000																
26	4/25	-	-	\$150,000	-	83.3%	\$125,000																
27	4/26	-	-	\$150,000	-	86.7%	\$130,000																
28	4/27	-	-	\$150,000	-	90.0%	\$135,000																
29	4/28	-	-	\$150,000	-	93.3%	\$140,000																
30	4/29	-	-	\$150,000	-	96.7%	\$145,000																

The 'Axis Labels' dialog box is open, showing the 'Axis label range' as `= 'Custom Pacing Chart'!$A$2:$A$31`. The 'OK' button is highlighted with a green arrow.

# Step 11: Add Series

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab active. The 'Select Data Source' dialog box is open, displaying the following information:

- Chart data range:** ='Custom Pacing Chart'!\$A\$1:\$A\$31,'Custom Pacing Chart'!\$D\$1:\$D\$31,'Custom Pacing Chart'!\$G\$1:\$G\$31
- Legend Entries (Series):** A list of series with checkboxes. The 'Add' button is highlighted with a green box and a green arrow. The series listed are 'Goal' and 'Target'.
- Horizontal (Category) Axis Labels:** A list of dates: 4/1, 4/2, 4/3, 4/4, 4/5, all with checkboxes.

The background spreadsheet shows data for a 'Custom Pacing Chart' with columns for dates (A), values (B), and percentages (F). The chart on the right side of the screen shows a line graph with an orange line and a blue line.

Date	Value	Percentage
4/1	\$2,837	3.3%
4/2	\$9,281	6.7%
4/3	\$2,767	10.0%
4/4	\$2,122	13.3%
4/5	\$1,400	16.7%
4/6	\$2,818	20.0%
4/7	\$3,500	23.3%
4/8	\$2,446	26.7%
4/9	\$8,273	30.0%
4/10	\$2,857	33.3%
4/11	\$1,323	36.7%
4/12	\$12,421	40.0%
4/13	\$6,308	43.3%
4/14	\$11,928	46.7%
4/15	\$13,273	50.0%
4/16	\$7,362	53.3%
4/17	\$4,626	56.7%
4/18	\$1,128	60.0%
4/19	\$2,481	63.3%
4/20	\$2,818	66.7%
4/21	-	70.0%
4/22	-	73.3%
4/23	-	76.7%
4/24	-	80.0%
4/25	-	83.3%
4/26	-	86.7%
4/27	-	90.0%
4/28	-	93.3%
4/29	-	96.7%
4/30	-	100.0%

# Step 12: Select Range, Press OK

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A chart is displayed on the right side of the spreadsheet. The 'Edit Series' dialog box is open, showing the following information:

- Series name: `= 'Custom Pacing Chart'!$C$1` = Cumulative Rev
- Series values: `= 'Custom Pacing Chart'!$C$2:$C$21` = \$2,837, \$12,11...

The 'OK' button in the dialog box is highlighted with a green box, and a green arrow points to it. The spreadsheet data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

# Step 13: Edit Horizontal Axis

The screenshot displays the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is positioned over a spreadsheet. The spreadsheet has columns labeled A through W and rows 1 through 30. The data in the spreadsheet includes dates, revenue, cumulative revenue, goals, gaps, and percentages. The 'Select Data Source' dialog box has a 'Chart data range' field, a 'Switch Row/Column' button, and two sections: 'Legend Entries (Series)' and 'Horizontal (Category) Axis Labels'. The 'Horizontal (Category) Axis Labels' section is highlighted with a green box, and a green arrow points to the 'Edit' button. The 'Legend Entries (Series)' section has 'Add', 'Edit', and 'Remove' buttons. The 'Horizontal (Category) Axis Labels' section has a list of labels (1, 2, 3, 4, 5) with checkboxes. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%					
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%					
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%					
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%					
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%					
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%					
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%					
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%					
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%					
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%					
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%					
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%					
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%					
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%					
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%					
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%					
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%					
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%					
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%					
4/21	-	-	\$150,000	-	70.0%					
4/22	-	-	\$150,000	-	73.3%					
4/23	-	-	\$150,000	-	76.7%					
4/24	-	-	\$150,000	-	80.0%					
4/25	-	-	\$150,000	-	83.3%					
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

# Step 14: Select Range, Press OK

The screenshot displays the Microsoft Excel interface with the 'Chart Design' tab active. The 'Axis Labels' dialog box is open, showing the 'Axis label range' as `= 'Custom Pacing Chart'!$A$2:$A$31`. A green arrow points to the 'OK' button. The background spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K
	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
1	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
2	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
3	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
5	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
6	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
7	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
8	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
9	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
10	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
11	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
12	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
13	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
14	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
15	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
16	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
17	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
18	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
19	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
20	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
21	4/21	-	-	\$150,000	-	70.0%	\$105,000				
22	4/22	-	-	\$150,000	-	73.3%	\$110,000				
23	4/23	-	-	\$150,000	-	76.7%	\$115,000				
24	4/24	-	-	\$150,000	-	80.0%	\$120,000				
25	4/25	-	-	\$150,000	-	83.3%	\$125,000				
26	4/26	-	-	\$150,000	-	86.7%	\$130,000				
27	4/27	-	-	\$150,000	-	90.0%	\$135,000				
28	4/28	-	-	\$150,000	-	93.3%	\$140,000				
29	4/29	-	-	\$150,000	-	96.7%	\$145,000				

# Step 15: Click Line, Format Data Series

The screenshot displays the Microsoft Excel interface with the 'Chart Design' ribbon active. The chart area shows a line chart with data points and a trendline. A context menu is open over the 'Target' series, with the 'Format Data Series...' option highlighted by a green arrow. The formula bar shows the series formula: `=SERIES('Custom Pacing Chart'!$G$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$G$2:$G$31,2)`.

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				



# Step 16: Customize Line Chart, Select Color

Microsoft Excel interface showing a line chart and its data source. The chart is titled "Custom Pacing Chart" and displays revenue data over time. The data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

The chart is a line chart with markers, showing the cumulative revenue over time. The y-axis represents revenue from \$0 to \$160,000, and the x-axis represents dates from 4/1 to 4/29. The chart is currently set to a solid blue line with circular markers. A green arrow points to the "Format Data Series" task pane, which is open on the right side of the screen. In this pane, the "Series Options" section is expanded, and the "Solid line" option is selected. The "Color" section is also expanded, and the color selection icon is highlighted with a green box and a green arrow.

Chart 1:  $=SERIES('Custom Pacing Chart'!$G$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$G$2:$G$31,2)$

Format Data Series

Series Options

- No line
- Solid line
- Gradient line
- Automatic

Color

Transparency: 0%

Width: 2.25 pt

Compound type

Dash type

Cap type: Round



# Step 17: Customize Line Chart, Select Color

Microsoft Excel interface showing a line chart and its data source. The chart is a line chart with markers, and the data is from a table with columns: Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, Over Target.

The chart is titled "Chart 1" and has the formula: `=SERIES('Custom Pacing Chart'!$C$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$C$2:$C$21,3)`

The data table is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000				
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

The chart is a line chart with markers, showing the cumulative revenue over time. The y-axis represents revenue from \$0 to \$160,000. The x-axis represents dates from 4/1 to 4/29. The chart is currently set to a solid blue line with blue circular markers. A green arrow points to the "Format Data Series" task pane, which is open on the right side of the screen. In the "Format Data Series" pane, the "Line" section is expanded, and the "Solid line" option is selected. A green box highlights the "Color" dropdown menu, which is currently set to blue. A green arrow points to the color selection icon in the dropdown menu.

# Step 18: Insert MIN Function In Cell H2

Microsoft Excel interface showing the formula bar with the formula `=MIN(C2,G2)` entered in cell H2. A green arrow points to cell H2.

	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	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target												
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	=MIN(C2,G2)															
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000																
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000																
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000																
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000																
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000																
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000																
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000																
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000																
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000																
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000																
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000																
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000																
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000																
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000																
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000																
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000																
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000																
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000																
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000																
22	4/21	-	-	\$150,000	-	70.0%	\$105,000																
23	4/22	-	-	\$150,000	-	73.3%	\$110,000																
24	4/23	-	-	\$150,000	-	76.7%	\$115,000																
25	4/24	-	-	\$150,000	-	80.0%	\$120,000																
26	4/25	-	-	\$150,000	-	83.3%	\$125,000																
27	4/26	-	-	\$150,000	-	86.7%	\$130,000																
28	4/27	-	-	\$150,000	-	90.0%	\$135,000																
29	4/28	-	-	\$150,000	-	93.3%	\$140,000																
30	4/29	-	-	\$150,000	-	96.7%	\$145,000																

Custom Pacing Chart

# Step 19: Insert MAX Function In Cell I2

Microsoft Excel interface showing the formula bar with the function `=MAX(C2,G2)` entered in cell I2. A green arrow points to cell I2.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	=MAX(C2,G2)		
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
22	4/21	-	-	\$150,000	-	70.0%	\$105,000				
23	4/22	-	-	\$150,000	-	73.3%	\$110,000				
24	4/23	-	-	\$150,000	-	76.7%	\$115,000				
25	4/24	-	-	\$150,000	-	80.0%	\$120,000				
26	4/25	-	-	\$150,000	-	83.3%	\$125,000				
27	4/26	-	-	\$150,000	-	86.7%	\$130,000				
28	4/27	-	-	\$150,000	-	90.0%	\$135,000				
29	4/28	-	-	\$150,000	-	93.3%	\$140,000				
30	4/29	-	-	\$150,000	-	96.7%	\$145,000				

Custom Pacing Chart



# Step 21: Insert IF Function In Cell K2

The screenshot shows the Microsoft Excel interface with the following details:

- Formula Bar:** The formula `=IF(C2>=G2,I2-H2, "")` is entered in cell K2 and is highlighted with a green box.
- Spreadsheet Data:** The spreadsheet contains a table with columns: Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, and Over Target. The data spans from row 2 to row 30.
- Chart:** A line chart is displayed on the right side of the spreadsheet, showing the cumulative revenue over time. The y-axis ranges from \$0 to \$160,000, and the x-axis shows dates from 4/1 to 4/29. A solid line represents the actual cumulative revenue, and a dashed line represents the target cumulative revenue. A horizontal blue line is drawn at the \$150,000 target level.
- Green Arrow:** A large green arrow points from the formula bar to cell K2, indicating the location where the IF function is being applied.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	=IF(C2>=G2,I2-H2, "")	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
22	4/21	-	-	\$150,000	-	70.0%	\$105,000				
23	4/22	-	-	\$150,000	-	73.3%	\$110,000				
24	4/23	-	-	\$150,000	-	76.7%	\$115,000				
25	4/24	-	-	\$150,000	-	80.0%	\$120,000				
26	4/25	-	-	\$150,000	-	83.3%	\$125,000				
27	4/26	-	-	\$150,000	-	86.7%	\$130,000				
28	4/27	-	-	\$150,000	-	90.0%	\$135,000				
29	4/28	-	-	\$150,000	-	93.3%	\$140,000				
30	4/29	-	-	\$150,000	-	96.7%	\$145,000				

# Step 22: Select Cells & Drag It Down

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar shows the formula  $=\text{MIN}(C2,G2)$  in cell H2. The spreadsheet contains data for a 'Custom Pacing Chart' with columns for Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, and Target. A chart is visible on the right side of the spreadsheet, showing a line graph of cumulative revenue over time. A green arrow points from the selected cells in the spreadsheet (rows 2-3, columns H-K) to the chart area.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$15,000				
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
22	4/21	-	-	\$150,000	-	70.0%	\$105,000				
23	4/22	-	-	\$150,000	-	73.3%	\$110,000				
24	4/23	-	-	\$150,000	-	76.7%	\$115,000				
25	4/24	-	-	\$150,000	-	80.0%	\$120,000				
26	4/25	-	-	\$150,000	-	83.3%	\$125,000				
27	4/26	-	-	\$150,000	-	86.7%	\$130,000				
28	4/27	-	-	\$150,000	-	90.0%	\$135,000				
29	4/28	-	-	\$150,000	-	93.3%	\$140,000				
30	4/29	-	-	\$150,000	-	96.7%	\$145,000				



# Step 23: Right-Click Chart, Select Data

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Chart Design' and 'Format'. A chart is visible on the right side of the spreadsheet, and a right-click context menu is open over it. The 'Select Data...' option is highlighted with a green box, and a green arrow points to it. The spreadsheet data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,281	\$70,281		\$281
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0



# Step 24: Add Series

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box has a title bar with a question mark and a close button. It contains the following sections:

- Chart data range:** A text box with an upward arrow icon. Below it, a message reads: "The data range is too complex to be displayed. If a new range is selected, it will replace all of the series in the Series panel." Below this message are two curved arrows pointing left and right, and a "Switch Row/Column" button.
- Legend Entries (Series):** A list of series with checkboxes. The "Add" button is highlighted with a green box and a green arrow. The series listed are "Goal", "Target", and "Cumulative Rev".
- Horizontal (Category) Axis Labels:** A list of dates with checkboxes: "4/1", "4/2", "4/3", "4/4", and "4/5".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

The background spreadsheet shows a table with the following data:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%					
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%					
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%					
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%					
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%					
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%					
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%					
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%					
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%					
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%					
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%					
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%					
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%					
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%					
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%					
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%					
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%					
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%					
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%					
4/21	-	-	\$150,000	-	70.0%					
4/22	-	-	\$150,000	-	73.3%					
4/23	-	-	\$150,000	-	76.7%					
4/24	-	-	\$150,000	-	80.0%					
4/25	-	-	\$150,000	-	83.3%					
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000	\$0	
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000	\$0	
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000	\$0	
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000	\$0	



# Step 26: Edit Horizontal Axis

The screenshot displays the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and contains the following elements:

- Chart data range:** A text box with an upward arrow icon.
- Message:** 'The data range is too complex to be displayed. If a new range is selected, it will replace all of the series in the Series panel.'
- Switch Row/Column:** A button with a grid icon.
- Legend Entries (Series):** A list of series with checkboxes: Goal, Target, Cumulative Rev, and Lower.
- Horizontal (Category) Axis Labels:** A list of labels: 1, 2, 3, 4, and 5.
- Buttons:** Add, Edit, Remove, and a dropdown arrow.
- Hidden and Empty Cells:** A section at the bottom of the dialog.
- OK and Cancel:** Buttons at the bottom right of the dialog.

The background spreadsheet shows the following data:

	A	B	C	D	E	F	G	H	I	J	K
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%					
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%					
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%					
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%					
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%					
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%					
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%					
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%					
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%					
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%					
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%					
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%					
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%					
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%					
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%					
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%					
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%					
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%					
22	4/21			\$150,000		70.0%					
23	4/22			\$150,000		73.3%					
24	4/23			\$150,000		76.7%					
25	4/24			\$150,000		80.0%					
26	4/25			\$150,000		83.3%					
27	4/26			\$150,000		86.7%					
28	4/27			\$150,000		90.0%	\$135,000	\$135,000	\$135,000		\$0
29	4/28			\$150,000		93.3%	\$140,000	\$140,000	\$140,000		\$0
30	4/29			\$150,000		96.7%	\$145,000	\$145,000	\$145,000		\$0
31	4/30			\$150,000		100.0%	\$150,000	\$150,000	\$150,000		\$0

# Step 27: Select Range, Press OK

The screenshot shows the Microsoft Excel interface with the following elements:

- Formula Bar:** A2,  $=\text{MIN}(C2,G2)$
- Worksheet Data:** A table with columns: Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, Over Target. Rows 1-31 are visible.
- Chart:** A line chart titled 'Custom Pacing Chart' showing cumulative revenue over time. The y-axis ranges from \$100,000 to \$160,000. The x-axis shows dates from 4/5 to 4/29.
- Dialog Box:** 'Axis Labels' dialog box is open. The 'Axis label range' is set to `'Custom Pacing Chart'!$A$2:$A$31`. The 'OK' button is highlighted with a green box and a green arrow points to it.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000		
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000		
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000		
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000		
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000			
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000			
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000			
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000			
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
22	4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
23	4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
24	4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
25	4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
26	4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
27	4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
28	4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
29	4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
30	4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

# Step 28: Add Series

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and has a close button (X) in the top right corner. It contains the following sections:

- Chart data range:** A text box with an upward arrow icon. Below it, a message reads: "The data range is too complex to be displayed. If a new range is selected, it will replace all of the series in the Series panel." Below this message is a 'Switch Row/Column' button.
- Legend Entries (Series):** A list of series names with checkboxes. The 'Add' button is highlighted with a green box and a green arrow. The series listed are: Goal, Target, Cumulative Rev, and Lower.
- Horizontal (Category) Axis Labels:** A list of dates with checkboxes: 4/1, 4/2, 4/3, 4/4, and 4/5.
- Hidden and Empty Cells:** A section at the bottom of the dialog.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

The background spreadsheet shows columns A through K. The data in column B is highlighted in yellow. The formula bar shows the formula  $=\text{MIN}(C2,G2)$  in cell A2. The status bar at the bottom shows 'Custom Pacing Chart' and 'Blank'.



# Step 29: Select Range, Press OK

The screenshot displays the Microsoft Excel interface. The active worksheet is named "9. Custom Pacing C...". The formula bar shows the formula `=MIN(C2,G2)` in cell J2. The data table below shows performance metrics over time, with columns for Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, and Over Target. A chart titled "Custom Pacing Chart" is visible on the right, showing a line graph with a yellow line representing cumulative revenue and a blue line representing a target. An "Edit Series" dialog box is open, showing the series name as `'=Custom Pacing Chart'!$J$1` and series values as `'=Custom Pacing Chart'!$J$2:$J$21`. A green arrow points to the "OK" button in the dialog box.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000		
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443			
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301			
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623			
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045			
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353			
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000			
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000			
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000			
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000			
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000			
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000			
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
22	4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
23	4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
24	4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
25	4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
26	4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
27	4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
28	4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
29	4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
30	4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

# Step 30: Edit Horizontal Axis

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and has a 'Chart data range' field. Below this, there is a 'Legend Entries (Series)' section with a list of series: Goal, Target, Cumulative Rev, Lower, and Under Target. The 'Horizontal (Category) Axis Labels' section is highlighted with a green box, and a green arrow points to the 'Edit' button. The spreadsheet data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%					
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%					
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%					
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%					
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%					
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%					
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%					
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%					
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%					
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%					
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%					
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%					
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%					
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%					
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%					
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%					
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%					
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%					
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%					
4/21	-	-	\$150,000	-	70.0%					
4/22	-	-	\$150,000	-	73.3%					
4/23	-	-	\$150,000	-	76.7%					
4/24	-	-	\$150,000	-	80.0%					
4/25	-	-	\$150,000	-	83.3%					
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000	\$0	
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000	\$0	
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000	\$0	
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000	\$0	



# Step 31: Select Range, Press OK

The screenshot displays the Microsoft Excel interface. The active cell is A2, containing the formula  $=\text{MIN}(C2,G2)$ . The data table below shows financial metrics over time. A chart titled 'Custom Pacing Chart' is visible on the right, showing a cumulative revenue line (yellow) and a target line (blue). An 'Axis Labels' dialog box is open, with the 'Axis label range' set to  $=\text{'Custom Pacing Chart'!}\$A\$2:\$A\$31$ . A green arrow points to the 'OK' button in the dialog box.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000		
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000		
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000		
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000		
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,000		
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$75,000		
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$80,000		
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$85,000		
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
22	4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
23	4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
24	4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
25	4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
26	4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
27	4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
28	4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
29	4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
30	4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

# Step 32: Add Series

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and has a 'Chart data range' field. Below this field, there is a message: 'The data range is too complex to be displayed. If a new range is selected, it will replace all of the series in the Series panel.' There are two arrows pointing from this message to the 'Switch Row/Column' button. The dialog box has two main sections: 'Legend Entries (Series)' and 'Horizontal (Category) Axis Labels'. In the 'Legend Entries (Series)' section, there are five entries: 'Goal', 'Target', 'Cumulative Rev', 'Lower', and 'Under Target'. Each entry has a checked checkbox. The 'Add' button is highlighted with a green circle and a green arrow. In the 'Horizontal (Category) Axis Labels' section, there are five entries: '4/1', '4/2', '4/3', '4/4', and '4/5'. Each entry has a checked checkbox. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog box. The spreadsheet in the background shows a table with columns A through K and rows 2 through 31. The formula bar shows the formula '=MIN(C2,G2)'. The ribbon at the top shows the 'Chart Design' tab selected.

	A	B	C	D	E	F	G	H	I	J	K
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
22	4/21	-	-	\$150,000	-	70.0%	\$105,000				
23	4/22	-	-	\$150,000	-	73.3%	\$110,000				
24	4/23	-	-	\$150,000	-	76.7%	\$115,000				
25	4/24	-	-	\$150,000	-	80.0%	\$120,000				
26	4/25	-	-	\$150,000	-	83.3%	\$125,000				
27	4/26	-	-	\$150,000	-	86.7%	\$130,000				
28	4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000	\$0	
29	4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000	\$0	
30	4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000	\$0	
31	4/30	-	-	\$150,000	-	100.0%	\$150,000	\$150,000	\$150,000	\$0	

# Step 33: Select Range, Press OK

The screenshot displays the Microsoft Excel interface. The active cell is K2, containing the formula `=MIN(C2,G2)`. The data table below shows performance metrics over time, with columns for Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, and Over Target. A chart titled 'Custom Pacing Chart' is visible on the right, showing a line graph with a yellow line representing 'Over Target' and a blue line representing the 'Under Target' series. The 'Edit Series' dialog box is open, showing the series name as `'Custom Pacing Chart'!$K$1` and the series values as `'Custom Pacing Chart'!$K$2:$K$21`. A green arrow points to the 'OK' button in the dialog box.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000		
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443			
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301			
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623			
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045			
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353			
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000			
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000			
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000			
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000			
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000			
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000			
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$101,969			\$1,969
22	4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000			\$0
23	4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000			\$0
24	4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000			\$0
25	4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000			\$0
26	4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000			\$0
27	4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000			\$0
28	4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000			\$0
29	4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000			\$0
30	4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000			\$0

# Step 34: Edit Horizontal Axis

The screenshot shows the Microsoft Excel interface with a chart titled 'Custom Pacing Chart'. The chart data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000				
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000				
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000				
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000				
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000				
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000				
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000				
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000				
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000				
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000				
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000				
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000				
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000				
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000				
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000				
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000				
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000				
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000				
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000				
4/21	-	-	\$150,000	-	70.0%	\$105,000				
4/22	-	-	\$150,000	-	73.3%	\$110,000				
4/23	-	-	\$150,000	-	76.7%	\$115,000				
4/24	-	-	\$150,000	-	80.0%	\$120,000				
4/25	-	-	\$150,000	-	83.3%	\$125,000				
4/26	-	-	\$150,000	-	86.7%	\$130,000				
4/27	-	-	\$150,000	-	90.0%	\$135,000				
4/28	-	-	\$150,000	-	93.3%	\$140,000				
4/29	-	-	\$150,000	-	96.7%	\$145,000				

The 'Select Data Source' dialog box is open, showing the 'Legend Entries (Series)' section with the following entries:

- Goal
- Target
- Cumulative Rev
- Lower
- Under Target

The 'Horizontal (Category) Axis Labels' section shows a list of numbers 1 through 5. The 'Edit' button in the legend entries section is highlighted with a green box and a green arrow.

# Step 35: Select Range, Press OK

The screenshot displays the Microsoft Excel interface. The active cell is A2, containing the formula `=MIN(C2,G2)`. The data table below shows performance metrics over time. A chart titled 'Custom Pacing Chart' is visible on the right, showing a line graph with a yellow trend line and a blue target line. An 'Axis Labels' dialog box is open, with the 'Axis label range' set to `= 'Custom Pacing Chart'!$A$2:$A$31`. A green arrow points to the 'OK' button in the dialog box.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
5	4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
6	4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
7	4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
8	4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
9	4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
10	4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
11	4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000		
12	4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000		
13	4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000		
14	4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000		
15	4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,000		
16	4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$75,000		
17	4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$80,000		
18	4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$85,000		
19	4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
20	4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
21	4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
22	4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
23	4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
24	4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
25	4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
26	4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
27	4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
28	4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
29	4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
30	4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0



# Step 36: Press OK

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and contains the following elements:

- Chart data range:** A text box with an upward arrow icon.
- Message:** 'The data range is too complex to be displayed. If a new range is selected, it will replace all of the series in the Series panel.'
- Switch Row/Column:** A button with a grid icon.
- Legend Entries (Series):** A list of series with checkboxes and buttons for 'Add', 'Edit', and 'Remove'. The series are: Target, Cumulative Rev, Lower, Under Target, and Over Target.
- Horizontal (Category) Axis Labels:** A list of categories with checkboxes and an 'Edit' button. The categories are: 4/1, 4/2, 4/3, 4/4, and 4/5.
- Hidden and Empty Cells:** A button.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

A green arrow points to the 'OK' button. The background spreadsheet shows a table with columns A through W and rows 2 through 31. The data includes dates, revenue values, and percentages. The formula bar shows '=MIN(C2,G2)'. The status bar at the bottom indicates 'Custom Pacing Chart' and 'Blank'.



# Step 37: Right-Click Chart, Change Chart Type

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Chart Design'. A chart is selected, and a right-click context menu is open. The 'Change Chart Type...' option is highlighted with a green box, and a green arrow points to it. The chart area shows a line graph with a yellow trendline and a blue horizontal line. The spreadsheet data is visible in the background.

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,281		\$281
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

# Step 38: Select Combo Chart, Select Chart type

**Change Chart Type**

Recommended Charts | All Charts

- Recent
- Templates
- Column
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Map
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Funnel
- Combo**

**Custom Combination**

Choose the chart type and axis for your data series:

Series Name	Chart Type	Secondary Axis
Goal	Line	<input type="checkbox"/>
Target	Line	<input type="checkbox"/>
Cumulative Rev	Line with Markers	<input type="checkbox"/>
Lower	Stacked Area	<input type="checkbox"/>
Under Target	Stacked Area	<input type="checkbox"/>
Over Target	Stacked Area	<input type="checkbox"/>

Date	Revenue	Cumulative Rev	Goal	Gap
4/1	\$2,837	\$2,837	\$150,000	-\$147,163
4/2	\$9,281	\$12,118	\$150,000	-\$137,882
4/3	\$2,767	\$14,885	\$150,000	-\$135,115
4/4	\$2,122	\$17,007	\$150,000	-\$132,993
4/5	\$1,400	\$18,407	\$150,000	-\$131,593
4/6	\$2,818	\$21,225	\$150,000	-\$128,775
4/7	\$3,500	\$24,725	\$150,000	-\$125,275
4/8	\$2,446	\$27,170	\$150,000	-\$122,830
4/9	\$8,273	\$35,443	\$150,000	-\$114,557
4/10	\$2,857	\$38,301	\$150,000	-\$111,699
4/11	\$1,323	\$39,623	\$150,000	-\$110,377
4/12	\$12,421	\$52,045	\$150,000	-\$97,955
4/13	\$6,308	\$58,353	\$150,000	-\$91,647
4/14	\$11,928	\$70,281	\$150,000	-\$79,719
4/15	\$13,273	\$83,554	\$150,000	-\$66,446
4/16	\$7,362	\$90,916	\$150,000	-\$59,084
4/17	\$4,626	\$95,542	\$150,000	-\$54,458
4/18	\$1,128	\$96,670	\$150,000	-\$53,330
4/19	\$2,481	\$99,151	\$150,000	-\$50,849
4/20	\$2,818	\$101,969	\$150,000	-\$48,031
4/21	-	-	\$150,000	-
4/22	-	-	\$150,000	-
4/23	-	-	\$150,000	-
4/24	-	-	\$150,000	-
4/25	-	-	\$150,000	-
4/26	-	-	\$150,000	-
4/27	-	-	\$150,000	-
4/28	-	-	\$150,000	-
4/29	-	-	\$150,000	-

# Step 39: Right-Click Chart, Format Data Series

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Chart Design' and 'Format'. The formula bar shows the chart's data series formula: `=SERIES('Custom Pacing Chart'!$H$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$H$2:$H$31,4)`. The spreadsheet data is as follows:

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000		\$115
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,281		\$281
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

# Step 40: Click No Fill, No Line for "Lower"

The screenshot shows the Microsoft Excel interface with the 'Format Data Series' task pane open. The chart is a line graph with a blue area fill. The 'Format Data Series' task pane is open, showing the 'Fill' and 'Border' options. Two green arrows point to the 'No fill' and 'No line' options respectively.

**Chart 1**  $=\text{SERIES}(\text{'Custom Pacing Chart'!\$H\$1}, \text{'Custom Pacing Chart'!\$A\$2:\$A\$31}, \text{'Custom Pacing Chart'!\$H\$2:\$H\$31}, 4)$

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,281		\$281
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0



# Step 41: Customize Color for "Under Target"

Microsoft Excel interface showing a chart and a data table. The chart is a line graph with a red area fill, representing cumulative revenue over time. The data table shows various metrics including Date, Revenue, Cumulative Rev, Goal, Gap, % of Month, Target, Lower, Upper, Under Target, and Over Target. A green arrow points to the 'Under Target' column in the table, and another green arrow points to the red area fill in the chart. The 'Format Data Series' task pane is open on the right, showing the 'Fill' section with a dropdown menu open, highlighting 'Series "Under Target"'. The formula bar shows the chart's data series formula: `=SERIES('Custom Pacing Chart'!$J$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$J$2:$J$21,5)`.

Date	Revenue	Cumulative Rev	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
4/1	\$2,837	\$2,837	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
4/2	\$9,281	\$12,118	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4/3	\$2,767	\$14,885	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
4/4	\$2,122	\$17,007	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
4/5	\$1,400	\$18,407	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
4/6	\$2,818	\$21,225	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
4/7	\$3,500	\$24,725	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
4/8	\$2,446	\$27,170	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
4/9	\$8,273	\$35,443	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
4/10	\$2,857	\$38,301	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
4/11	\$1,323	\$39,623	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
4/12	\$12,421	\$52,045	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
4/13	\$6,308	\$58,353	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
4/14	\$11,928	\$70,281	\$150,000	-\$79,719	46.7%	\$70,000	\$70,281	\$70,281		\$281
4/15	\$13,273	\$83,554	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554
4/16	\$7,362	\$90,916	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916
4/17	\$4,626	\$95,542	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542
4/18	\$1,128	\$96,670	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
4/19	\$2,481	\$99,151	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
4/20	\$2,818	\$101,969	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
4/21	-	-	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
4/22	-	-	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
4/23	-	-	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
4/24	-	-	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
4/25	-	-	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
4/26	-	-	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
4/27	-	-	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
4/28	-	-	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
4/29	-	-	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

# Step 42: Customize Color for "Over Target"

Microsoft Excel interface showing a chart and a data table. The chart is a line graph with a shaded area representing cumulative revenue. The data table is as follows:

Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	\$2
\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		
\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,281		\$281
\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554
\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916
\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542
\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670
\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151
\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969
\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0
\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0
\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0
\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0
\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0
\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0
\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0
\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0
\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0

The chart shows a line graph with a shaded area representing cumulative revenue. The x-axis represents time (4/1 to 4/26) and the y-axis represents revenue (\$0 to \$160,000). A green arrow points to the shaded area, and another green arrow points to the 'Series "Over Target"' option in the 'Format Data Series' pane.

Format Data Series pane options:

- Series Options
- Chart Area
- Horizontal (Category) Axis
- Plot Area
- Vertical (Value) Axis
- Vertical (Value) Axis Major Gridlines
- Fill
  - No fill
  - Solid fill
  - Picture
  - Pattern
  - Automatic
- Color
  - Series "Lower"
  - Series "Under Target"
  - Series "Over Target"
  - Series "Goal"
  - Series "Target"
  - Series "Cumulative Rev"
- Transparency: 55%
- Border
  - No line



# Step 43: Add Legend

Microsoft Excel interface showing the 'Custom Pacing Chart' with a line chart and a data table. The chart displays cumulative revenue against various targets and goals. The legend at the bottom of the chart is highlighted with a green box, and a 'Chart Elements' task pane is open on the right, showing the 'Legend' checkbox checked. A green arrow points to the legend area, and another green arrow points to the 'Chart Elements' pane.

**Chart Formula:** `=SERIES('Custom Pacing Chart'!$H$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$H$2:$H$31,4)`

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target																
2	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163		\$160,000															
3	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118	\$140,000															
4	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115		\$120,000															
5	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993		\$100,000															
6	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593		\$80,000															
7	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775		\$60,000															
8	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275		\$40,000															
9	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830		\$20,000															
10	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557		\$10,000															
11	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699		\$0															
12	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377		\$0															
13	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955		\$0															
14	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647		\$0															
15	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,281		\$281	\$0															
16	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554		\$8,554	\$0															
17	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916		\$10,916	\$0															
18	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542		\$10,542	\$0															
19	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670		\$6,670	\$0															
20	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151		\$4,151	\$0															
21	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969		\$1,969	\$0															
22	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000		\$0	\$0															
23	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000		\$0	\$0															
24	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000		\$0	\$0															
25	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000		\$0	\$0															
26	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000		\$0	\$0															
27	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000		\$0	\$0															
28	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000		\$0	\$0															
29	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000		\$0	\$0															
30	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000		\$0	\$0															

**Chart Elements:**

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline
- Up/Down Bars

**Legend:**

- Lower
- Under Target
- Over Target
- Goal
- Target
- Cumulative Rev

# Step 44: Add Label

Microsoft Excel interface showing a chart and a data table. The chart is a line graph with a shaded area representing cumulative revenue. The data table is on the left, and the chart is on the right. The chart has a legend with 'Under Target' (red), 'Over Target' (green), 'Goal' (blue), 'Target' (grey), and 'Cumulative Rev' (black). The chart title is 'Custom Pacing Chart'.

The formula bar shows: `=SERIES('Custom Pacing Chart'!$C$1,'Custom Pacing Chart'!$A$2:$A$31,'Custom Pacing Chart'!$C$2:$C$21,3)`

The chart elements pane is open, showing the following options:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline
- Up/Down Bars

The chart shows a cumulative revenue line that starts at \$0 and increases over time, reaching \$101,969 by 4/20. The chart is overlaid on a data table with columns for Goal, Gap, % of Month, Target, Lower, Upper, Under Target, and Over Target.

	Goal	Gap	% of Month	Target	Lower	Upper	Under Target	Over Target
2	\$150,000	-\$147,163	3.3%	\$5,000	\$2,837	\$5,000	\$2,163	
3	\$150,000	-\$137,882	6.7%	\$10,000	\$10,000	\$12,118		\$2,118
4	\$150,000	-\$135,115	10.0%	\$15,000	\$14,885	\$15,000	\$115	
5	\$150,000	-\$132,993	13.3%	\$20,000	\$17,007	\$20,000	\$2,993	
6	\$150,000	-\$131,593	16.7%	\$25,000	\$18,407	\$25,000	\$6,593	
7	\$150,000	-\$128,775	20.0%	\$30,000	\$21,225	\$30,000	\$8,775	
8	\$150,000	-\$125,275	23.3%	\$35,000	\$24,725	\$35,000	\$10,275	
9	\$150,000	-\$122,830	26.7%	\$40,000	\$27,170	\$40,000	\$12,830	
10	\$150,000	-\$114,557	30.0%	\$45,000	\$35,443	\$45,000	\$9,557	
11	\$150,000	-\$111,699	33.3%	\$50,000	\$38,301	\$50,000	\$11,699	
12	\$150,000	-\$110,377	36.7%	\$55,000	\$39,623	\$55,000	\$15,377	
13	\$150,000	-\$97,955	40.0%	\$60,000	\$52,045	\$60,000	\$7,955	
14	\$150,000	-\$91,647	43.3%	\$65,000	\$58,353	\$65,000	\$6,647	
15	\$150,000	-\$79,719	46.7%	\$70,000	\$70,000	\$70,281	\$281	
16	\$150,000	-\$66,446	50.0%	\$75,000	\$75,000	\$83,554	\$8,554	
17	\$150,000	-\$59,084	53.3%	\$80,000	\$80,000	\$90,916	\$10,916	
18	\$150,000	-\$54,458	56.7%	\$85,000	\$85,000	\$95,542	\$10,542	
19	\$150,000	-\$53,330	60.0%	\$90,000	\$90,000	\$96,670	\$6,670	
20	\$150,000	-\$50,849	63.3%	\$95,000	\$95,000	\$99,151	\$4,151	
21	\$150,000	-\$48,031	66.7%	\$100,000	\$100,000	\$101,969	\$1,969	
22	\$150,000	-	70.0%	\$105,000	\$105,000	\$105,000	\$0	
23	\$150,000	-	73.3%	\$110,000	\$110,000	\$110,000	\$0	
24	\$150,000	-	76.7%	\$115,000	\$115,000	\$115,000	\$0	
25	\$150,000	-	80.0%	\$120,000	\$120,000	\$120,000	\$0	
26	\$150,000	-	83.3%	\$125,000	\$125,000	\$125,000	\$0	
27	\$150,000	-	86.7%	\$130,000	\$130,000	\$130,000	\$0	
28	\$150,000	-	90.0%	\$135,000	\$135,000	\$135,000	\$0	
29	\$150,000	-	93.3%	\$140,000	\$140,000	\$140,000	\$0	
30	\$150,000	-	96.7%	\$145,000	\$145,000	\$145,000	\$0	

# Step 45: Completed

