# **Custom Pacing Chart**



| ×   |           | 5.6                 | □ ~ AutoSave (          | Off {                  | 97 <del>-</del>         | 9. Custor          | m Pacing C         | ~                           | Q               | Search | ı           |             |      |                      |              |        |                  | L             | eutrim Hoti. | 1               | $\Leftrightarrow$ | _                 | D     | $\times$ |
|-----|-----------|---------------------|-------------------------|------------------------|-------------------------|--------------------|--------------------|-----------------------------|-----------------|--------|-------------|-------------|------|----------------------|--------------|--------|------------------|---------------|--------------|-----------------|-------------------|-------------------|-------|----------|
| F   | ile       | Home I              | nsert Page              | Layout                 | Formula                 | as Data            | Review             | View                        | Develo          | oper   | Help        |             |      |                      |              |        |                  |               |              |                 | ٦C                | Comments          | d Sh  | nare ~   |
| Ρ   | PivotTabl | e Recomm<br>PivotT  | nended Table            | Illustra<br>v          | ations R                | ecommend<br>Charts | led <sup>↓</sup> ∼ | ↓ ~<br>↓ ~<br>↓ ~<br>Charts | Щ ~ ((<br>Ъ ~ м | laps P | ivotChart   | 3D<br>Map ~ | Line | Column<br>Sparklines | Win/<br>Loss | Slicer | Timeline<br>ters | Link<br>Links | Comment      | nt              | A<br>Text<br>ř    | Ω<br>Symbols<br>▼ |       | ~        |
| T1  | 2         | ~ :                 | $\times \checkmark f_x$ |                        |                         |                    |                    |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   |                   |       | ~        |
|     | A         | в                   | с                       | D                      | Е                       | F                  | G                  | Н                           | T.              |        | J           | К           | L    | м                    | N            | 0      | р                | Q             | R            | S               | Т                 | U                 | V     | w        |
| 1   | Date      | Revenue             | Cumulative Rev          | Goal                   | Gap                     | % of Month         | Target             | Lower                       | Upper           | Und    | er Target C | Over Target |      |                      |              |        |                  | _             |              |                 |                   |                   |       |          |
| 2   | 4/1       | \$2,837             | \$2,837                 | \$150,000              | -\$147,163              | 3.3%               | \$5,000            |                             |                 |        |             | 00          |      |                      |              |        |                  |               |              |                 |                   |                   |       |          |
| 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           |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   |                   |       |          |
| 11  | 4/9       | \$8,273<br>\$3,957  | \$35,443                | \$150,000              | -\$114,557<br>\$111,600 | 30.0%              | \$45,000           |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   |                   |       |          |
| 12  | 4/10      | \$2,857             | \$38,301                | \$150,000              | -\$111,099<br>\$110,277 | 33.3%              | \$55,000           |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   |                   |       |          |
| 12  | 4/11      | \$1,525<br>\$12,121 | \$52,025                | \$150,000              | -\$110,577              | 40.0%              | \$50,000           |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   | #                 |       |          |
| 14  | 4/12      | \$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           |                             |                 |        |             |             |      |                      |              |        | л                |               |              |                 |                   |                   |       |          |
| 17  | 4/16      | \$7,362             | \$90,916                | \$150,000              | -\$59,084               | 53.3%              | \$80,000           |                             |                 |        |             |             |      |                      |              |        | 62               |               |              |                 |                   |                   |       |          |
| 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  | 4/2/      |                     | -                       | \$150,000<br>\$150,000 | -                       | 90.0%              | \$135,000          |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   |                   |       |          |
| 30  | 4/20      |                     |                         | \$150,000              | -                       | 96 7%              | \$140,000          |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   |                   |       | •        |
| <   | < >       | C                   | Custom Pacin            | g Chart                | Blank                   |                    | +                  |                             |                 |        |             |             |      |                      |              |        |                  |               |              |                 |                   | : •               |       |          |
| Rea | ady 🗔     | S Pr Acce           | essibility: Good to     | go                     |                         |                    |                    |                             |                 |        |             |             |      |                      |              |        |                  |               | ⊞ 🗉          | μ               | ]                 |                   |       | + 70%    |
|     |           |                     | -                       |                        | La part                 |                    | -                  | -                           |                 |        | _           |             |      |                      |              |        |                  |               |              |                 |                   | 11.5              | O DM  |          |
|     | ۶ ا       | О Туре              | here to sear            | ch                     |                         |                    | C                  | Ó                           |                 | P      | X           |             |      |                      |              | 2      | 23°C Mo          | stly clou     | dy ^         | (C <sup>3</sup> |                   | ENG 6/18          | /2024 | 5        |

#### Step 1: Insert Line Chart



## Step 2: Select Data

|    | × 日                 | 5.6                 | <sup>⊾</sup> ∽ AutoSave ( | Off                    | ⊎⊿ -                     | 9. Custor          | m Pacing C               | ×      | <u>ک</u> د | Search       |             |                         | Sear              | ch the menus            | ۰                    | -             | D    | ×      |
|----|---------------------|---------------------|---------------------------|------------------------|--------------------------|--------------------|--------------------------|--------|------------|--------------|-------------|-------------------------|-------------------|-------------------------|----------------------|---------------|------|--------|
|    | File I              | Home                | Insert Page               | Layout                 | Formula                  | as Data            | Review                   | v View | Develo     | per Help     | Chart Des   | <mark>ign</mark> Format |                   |                         |                      | Comments      | ピ Sh | nare ~ |
|    | Add Char<br>Element | t Quick             | Change<br>Colors ~        |                        |                          |                    |                          |        |            |              |             |                         | ĉ                 | Paste Options:          | Change<br>Chart Type | Move<br>Chart |      |        |
|    | Chart               | Layouts             |                           |                        |                          |                    |                          |        | Chart      | Styles       |             |                         |                   | Paste <u>S</u> pecial   | Туре                 | Location      |      | ~      |
|    | Chart 1             | <b>~</b> :          | $\times \checkmark f_x$   |                        |                          |                    |                          |        |            |              |             |                         | <b>\$</b> -<br>4- | Reset to Match Style    |                      |               |      | ~      |
|    | А                   | В                   | С                         | D                      | E                        | F                  | G                        | Н      | 1          | J            | К           |                         | Δ                 | Font                    | S T                  | U             | V    | W      |
| 1  | Date<br>4/1         | Revenue<br>\$2,837  | Cumulative Rev<br>\$2,837 | Goal<br>\$150,000      | Gap<br>-\$147,163        | % of Month<br>3.3% | <b>Target</b><br>\$5,000 | Lower  | Upper      | Under Target | Over Target |                         |                   |                         | _                    |               |      | - 1    |
| 3  | 4/2                 | \$9,281<br>\$2,767  | \$12,118                  | \$150,000              | -\$137,882               | 6.7%               | \$10,000                 |        |            |              |             |                         |                   | Change Chart Type       |                      |               |      | - 8    |
| 5  | 4/3                 | \$2,707<br>\$2,122  | \$17,007                  | \$150,000<br>\$150,000 | -\$135,115<br>-\$132,993 | 13.3%              | \$13,000<br>\$20,000     |        |            |              |             |                         | <u> </u> "Да      | Save as Template        |                      |               |      | - 8    |
| 6  | 4/5                 | \$1,400             | \$18,407                  | \$150,000              | -\$131,593               | 16.7%              | \$25,000                 |        |            |              |             | 9                       |                   |                         |                      |               |      | - 11   |
| 7  | 4/6                 | \$2,818             | \$21,225                  | \$150,000              | -\$128,775               | 20.0%              | \$30,000                 |        |            |              |             |                         |                   | S <u>e</u> lect Data    |                      |               |      | - 8    |
| 8  | 4/7                 | \$3,500             | \$24,725                  | \$150,000              | -\$125,275               | 23.3%              | \$35,000                 |        |            |              |             |                         |                   |                         |                      |               |      | - 8    |
| 10 | 4/8                 | \$2,440<br>\$8.273  | \$27,170                  | \$150,000              | -\$122,830               | 20.7%              | \$40,000<br>\$45,000     |        |            |              |             |                         | E a               | Mo <u>v</u> e Chart     |                      |               |      | - 11   |
| 11 | 4/10                | \$2.857             | \$38.301                  | \$150,000              | -\$111.699               | 33.3%              | \$50.000                 |        |            |              |             |                         |                   |                         |                      |               |      | - 11   |
| 12 | 4/11                | \$1,323             | \$39,623                  | \$150,000              | -\$110,377               | 36.7%              | \$55,000                 |        |            |              |             |                         |                   | 3-D <u>R</u> otation    | $\bigtriangledown$   |               |      | - 11   |
| 13 | 4/12                | \$12,421            | \$52,045                  | \$150,000              | -\$97,955                | 40.0%              | \$60,000                 |        |            |              |             | 0                       |                   |                         |                      |               |      | - 8    |
| 14 | 4/13                | \$6,308             | \$58,353                  | \$150,000              | -\$91,647                | 43.3%              | \$65,000                 |        |            |              |             |                         | 也                 | <u>G</u> roup           |                      |               |      | - 11   |
| 15 | 4/14                | \$11,928            | \$70,281                  | \$150,000              | -\$79,719                | 46.7%              | \$70,000                 |        |            |              |             |                         |                   |                         |                      |               |      |        |
| 16 | 4/15                | \$13,273<br>\$7,262 | \$83,554                  | \$150,000              | -\$66,446                | 50.0%              | \$75,000                 |        |            |              |             |                         | 'L                | Bring to Front          |                      |               |      |        |
| 1/ | 4/10                | \$7,302<br>\$4,626  | \$90,910                  | \$150,000              | -\$59,084                | 56.7%              | \$80,000                 |        |            |              |             |                         |                   |                         |                      |               |      |        |
| 19 | 4/18                | \$1,128             | \$96,670                  | \$150,000              | -\$53,330                | 60.0%              | \$90,000                 |        |            |              |             |                         |                   | Send to Bac <u>k</u>    |                      |               |      |        |
| 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                |        |            |              |             | 0                       | 1                 | <u>S</u> ave as Picture |                      |               |      |        |
| 22 | 4/21                |                     | -                         | \$150,000              | -                        | 70.0%              | \$105,000                |        |            |              |             |                         |                   |                         | -                    |               |      |        |
| 23 | 4/22                |                     | -                         | \$150,000              | -                        | 73.3%              | \$110,000                |        |            |              |             |                         |                   | Assig <u>n</u> Macro    |                      |               |      |        |
| 24 | 4/23                |                     | -                         | \$150,000              | -                        | /6./%              | \$115,000<br>\$120,000   |        |            |              |             |                         |                   |                         | -                    |               |      |        |
| 25 | 4/24                |                     | -                         | \$150,000              | -                        | 83.3%              | \$125,000                |        |            |              |             |                         |                   | View <u>A</u> lt Text   |                      |               |      |        |
| 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                |        |            |              |             |                         | 1                 | ·                       |                      |               |      |        |
|    | < >                 | C                   | Sustom Pacin              | g Chart                | Blank                    | -                  | ÷                        |        |            |              |             |                         |                   |                         |                      | E (           |      |        |

#### Step 3: Add Series

| × (            | E 9~            |                         | e Off     | 97 -              | 9. Custo           | m Pacing C ∨                          | 🔎 Search     |           |  |      |     | Leutrim Hoti          | ۰ 🍈                  | _             |           |
|----------------|-----------------|-------------------------|-----------|-------------------|--------------------|---------------------------------------|--------------|-----------|--|------|-----|-----------------------|----------------------|---------------|-----------|
| File           | Home            | Insert Pag              | ge Layout | Formula           | s Data             | a Review View                         | Developer    | Help C    | nart Design Format                         |      |     |                       |                      | omments       | 🖻 Share > |
| Add (<br>Eleme | Chart Quic      | k Change                |           |                   |                    |                                       |              |           |  |      | <   | Switch Row/<br>Column | Change<br>Chart Type | Move<br>Chart |           |
| c              | hart Layouts    |                         |           |                   |                    |                                       | Chart Styles |           |  |      |     | Data                  | Туре                 | Location      | ~         |
| M7             | ~               | $: \times \checkmark f$ | x (       |                   |                    |                                       |              |           |  |      |     |                       |                      |               | ~         |
| A              | В               | с                       | D         | E                 | F                  | G H                                   | I            | J         | K L M                                      | N O  | Р   | Q R                   | S T                  | U             | v w       |
| 1 Date         | Revenue         | Cumulative Re           | v Goal    | Gap<br>-\$147,163 | % of Month<br>3.3% | Target Lower                          | Upper Under  | Target Ov | er Target                                  |      |     |                       |                      |               | 1         |
| 3 4/2          | \$9.281         | \$12.118                | \$150,000 | -\$137.882        | 6.7%               |                                       |              |           |  |      |     |                       |                      |               |           |
| 4 4/3          | \$2,767         | \$14,885                | \$150,000 | -\$135,115        | 10.0% S            | Select Data Source                    |              |           |  | ?    | X   |                       |                      |               |           |
| 5 4/4          | \$2,122         | \$17,007                | \$150,000 | -\$ 993           | 13.3%              |                                       |              |           |  |      |     |                       |                      |               |           |
| 6 4/5          | \$1,400         | \$18,407                | \$150,000 | -, 3              | 16.7%              | Chart data was as                     |              |           |  |      | •   |                       |                      |               |           |
| 7 4/6          | \$2,818         | \$21,225                | \$150,000 | -\$12             | 20.0%              | Chart <u>d</u> ata range:             |              |           |  |      | - I |                       |                      |               |           |
| 8 4/7          | \$3,500         | \$24,725                | \$150,000 | -\$125,2          | 23.3%              |                                       |              |           |  |      |     |                       |                      |               |           |
| 9 4/8          | \$2,446         | \$27,170                | \$150,000 | -\$122,830        | 7%                 |                                       | 6            | P用 Switch | Row/Column                                 |      |     |                       |                      |               |           |
| 10 4/9         | \$8,273         | \$35,443                | \$150,000 | -\$114,557        | 0%                 |                                       | 1            |           |  |      |     |                       |                      |               |           |
| 11 4/10        | \$ <b>2,857</b> | \$38,301                | \$150,000 | -\$111,699        | 33.3%              |                                       | $\sim$       |           | $\sim$                                     |      |     |                       |                      |               |           |
| 12 4/11        | \$1,323         | \$39,623                | \$150,000 | -\$110,377        | 36.7%              | ogend Entries (Series)                |              |           | Horizontal ( <u>C</u> ategory) Axis Labels |      |     |                       |                      |               |           |
| 13 4/12        | \$12,421        | \$52,045                | \$150,000 | -\$97,955         | 40.0%              |                                       | dit X Remove |           | Edit                                       |      |     |                       |                      |               |           |
| 14 4/13        | \$6,308         | \$58,353                | \$150,000 | -\$91,647         | 43.3%              | H Add H                               |              |           | E  |      |     |                       |                      |               |           |
| 15 4/14        | \$11,928        | \$70,281                | \$150,000 | -\$/9,/19         | 46.7%              |                                       |              |           |  |      |     |                       |                      |               |           |
| 10 4/13        | \$13,273        | \$83,554                | \$150,000 | -500,440          | 52.2%              |                                       |              |           |  |      |     |                       |                      |               |           |
| 18 4/10        | 54 626          | \$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        | L               | -                       | \$150,000 | -                 | 70.0%              |                                       |              |           |  |      |     |                       |                      |               |           |
| 23 4/22        | 2               | -                       | \$150,000 | -                 | 73.3%              |                                       |              |           |  |      |     |                       |                      |               |           |
| 24 4/23        | 3               | -                       | \$150,000 | -                 | 76.7%              | Uldahan and Engels Colle              |              |           |  |      | - I |                       |                      |               |           |
| 25 4/24        | L .             | -                       | \$150,000 | -                 | 80.0%              | Hidden and Empty Cells                |              |           | OK   | Cano | cel |                       |                      |               |           |
| 26 4/25        | 5               | -                       | \$150,000 | -                 | 83.3%              | · · · · · · · · · · · · · · · · · · · |              |           |  |      |     |                       |                      |               |           |
| 27 4/26        | 5               | -                       | \$150,000 | -                 | 86.7%              | \$130,000                             |              |           |  |      |     |                       |                      |               |           |
| 28 4/27        |                 | -                       | \$150,000 | -                 | 90.0%              | \$135,000                             |              |           |  |      |     |                       |                      |               |           |
| 29 4/28        | 5               | -                       | \$150,000 | -                 | 93.3%              | \$140,000<br>\$145,000                |              |           |  |      |     |                       |                      |               |           |
| <              | >               | Custom Pac              | ing Chart | Blank             |                    | +                                     |              |           |  |      |     |                       |                      | E (4          |           |

#### Step 4: Select Range, Press OK

| ¢   |                     | 5.6                  | ┙ 〜 AutoSave(             | Off [             | <u>97</u> -       | 9. Custom          | n Pacing C           | ~     | ,∕⊂ Searc      | ch          |                  |           |          |                      |                     | Le                   | utrim Hoti        | ۰ 📀                  | _             | D      | $\times$ |
|-----|---------------------|----------------------|---------------------------|-------------------|-------------------|--------------------|----------------------|-------|----------------|-------------|------------------|-----------|----------|----------------------|---------------------|----------------------|-------------------|----------------------|---------------|--------|----------|
|     | File I              | Home                 | Insert Page               | Layout            | Formula           | as Data            | Review               | View  | Developer      | Help        | Chart Desig      | n Form    | nat      |                      |                     |                      |                   |                      | omments       | 🖻 Shai | re ~     |
|     | Add Char<br>Element | rt Quick<br>Y Layout | Change<br>Colors ~        |                   |                   |                    |                      |       |                |             |                  |           |          |                      | <<br><<br><<br>     | Switch Rov<br>Column | v/ Select<br>Data | Change<br>Chart Type | Move<br>Chart |        |          |
|     | Chart               | Layouts              |                           |                   |                   |                    |                      |       | Chart Style    | S           |                  |           |          |                      |                     | Da                   | ta                | Туре                 | Location      |        | ~        |
| D   | 2                   | ✓ :                  | $\times \checkmark f_x$   |                   |                   |                    |                      |       |                |             |                  |           |          |                      |                     |                      |                   |                      |               |        | ~        |
|     | А                   | В                    | С                         | D                 | E                 | F                  | G                    | Н     | 1              | J           | к                | L         | М        | N C                  | ) P                 | Q                    | R                 | S T                  | U             | V      | w 🔺      |
| 1 2 | Date<br>4/1         | Revenue<br>\$2,837   | Cumulative Rev<br>\$2,837 | Goal<br>\$150,000 | Gap<br>-\$147,163 | % of Month<br>3.3% | Target<br>\$5,000    | Lower | Upper Un       | der Target  | Over Target      |           |          |                      |                     |                      |                   |                      |               |        |          |
| 3   | 4/2<br>4/3          | \$9,281<br>\$2,767   | \$12,118<br>\$14,885      | \$150,000         | -\$137,882        | 6.7%<br>10.0%      | \$10,000<br>\$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             |       |                |             |                  |           |          |                      |                     |                      |                   |                      |               |        | - 18     |
| 7   | 4/6                 | \$2,818              | \$21,225                  | \$150,000         | -\$128,775        | 20.0%              | \$30,000             |       |                |             |                  |           |          | G                    | ioal                |                      |                   |                      |               |        | - 18     |
| 8   | 4/7                 | \$3,500              | \$24,725                  | \$150,000         | -\$125,275        | 23.3%              | \$35,000             |       |                |             |                  | \$160,000 | 0        | 1                    |                     |                      |                   |                      |               |        | - 18     |
| 9   | 4/8                 | \$2,446              | \$27,170                  | \$150,000         | -\$122,830        | 26.7%              | \$40,000             |       | Edit Series    |             |                  | ?         | ×        |                      |                     |                      |                   |                      |               |        | - 18     |
| 10  | 4/9<br>4/10         | \$8,273<br>\$2,857   | \$35,443<br>\$38 301      | \$150,000         | -\$114,557        | 30.0%              | \$45,000<br>\$50,000 |       | Edit Benes     |             |                  |           | ~        |                      |                     |                      |                   |                      |               |        |          |
| 12  | 4/11                | \$1,323              | \$39,623                  | \$150,000         | -\$110,377        | 36.7%              | \$55,000             |       | Series name:   |             |                  |           |          |                      |                     |                      |                   |                      |               |        |          |
| 13  | 4/12                | \$12,421             | \$52,045                  | \$150,000         | -\$97,955         | 40.0%              | \$60,000             |       | -'Custom Da    | cing Chart' | יו¢ר)¢1          | - Cool    |          |                      |                     |                      |                   |                      |               |        |          |
| 14  | 4/13                | \$6,308              | \$58,353                  | \$150,000         | -\$91,647         | 43.3%              | \$65,000             |       | = Custom Pa    | cing Chart  | :\$D\$1          | = Goal    |          |                      |                     |                      |                   |                      |               |        |          |
| 15  | 4/14                | \$11,928             | \$70,281                  | \$150,000         | -\$79,719         | 46.7%              | \$70,000             |       | Series values: |             |                  |           |          |                      |                     |                      |                   |                      |               |        |          |
| 16  | 4/15                | \$13,273             | \$83,554                  | \$150,000         | -\$66,446         | 50.0%              | \$75,000             |       | ='Custom Pa    | cing Chart' | '!\$D\$2:\$D\$31 | = \$150.0 | 000.\$15 |                      |                     |                      |                   |                      |               |        |          |
| 1/  | 4/16                | \$7,362              | \$90,916                  | \$150,000         | -\$59,084         | 53.3%              | \$85,000             |       | Custominu      | - g chart   |                  | ÷.50,     |          | -                    |                     |                      |                   |                      |               |        |          |
| 19  | 4/18                | \$1.128              | \$96.670                  | \$150,000         | -\$53.330         | 60.0%              | \$90,000             |       |                |             | ОК               | G         | ancel    |                      |                     |                      |                   |                      |               |        |          |
| 20  | 4/19                | \$2,481              | \$99,151                  | \$150,000         | -\$50,849         | 63.3%              | \$95,000             |       |                |             |                  |           |          | 5 6 7 8 9 10 11 12 1 | 3 14 15 16 17 18 19 | 20 21 22 23 24 25 26 | 27 28 29 30       |                      |               |        |          |
| 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         |                   | 70.7%<br>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                | C                    | Custom Pacin              | g Chart           | Blank             | 96.7%              | \$145.000<br>-       |       |                |             |                  |           |          |                      |                     |                      |                   |                      | E 4           |        |          |
|     |                     |                      |                           | -                 | Dianik            |                    |                      |       |                |             |                  |           |          |                      |                     |                      |                   |                      |               |        |          |

#### Step 5: Edit Horizontal Axis

| ×  |   | 9 ~ 6               | ┙ 〜 AutoSave(           | Off       | <u> </u>   | 9. Cus | tom Pacing C 🗸                   | 🔎 Search             |                |               |                  |      |        | Leutrim Ho                        | ti 🐞 🗇                    | —             | o ×       |
|----|---|---------------------|-------------------------|-----------|------------|--------|----------------------------------|----------------------|----------------|---------------|------------------|------|--------|-----------------------------------|---------------------------|---------------|-----------|
| F  | ile H                                   | lome l              | nsert Page              | e Layout  | Formula    | s Da   | ta Review View                   | Developer H          | Help Char      | rt Design     | Format           |      |        |                                   |                           | Comments      | 🖻 Share 🗸 |
| A  | Add Char                                | t Quick             | Change<br>Colors ~      |           |            |        |                                  |                      |                |               |                  |      | ~      | Switch Row/ Select<br>Column Date | ct Change<br>a Chart Type | Move<br>Chart |           |
|    | Chart                                   | Layouts             |                         |           |            |        |                                  | Chart Styles         |                |               |                  |      |        | Data                              | Туре                      | Location      | ~         |
| D2 | 2                                       | ✓ :                 | $\times \checkmark f_x$ |           |            |        |                                  |                      |                |               |                  |      |        |                                   |                           |               | ~         |
|    | Δ                                       | в                   | C C                     | D         | F          | F      | G H                              |                      | ĸ              | ¢             | I M              | N    | 0      | P O R                             | S T                       | Ц             | v w       |
| 2  | 4/1                                     | \$2,837             | \$2,837                 | \$150,000 | -\$147,163 | 3.3%   | \$5,000                          | , ,                  | K              |               | 111              |      | U      | r Q N                             | 5 1                       | Ū             |           |
| 3  | 4/2                                     | \$9,281             | \$12,118                | \$150,000 | -\$137,882 | 6.7%   | \$10,000                         |                      |                |               |                  |      |        |                                   |                           |               | 1         |
| 4  | 4/3                                     | \$2,767             | \$14,885                | \$150,000 | -\$135,115 | 10.0%  | C1E 000                          |                      |                |               |                  |      |        |                                   |                           |               |           |
| 5  | 4/4                                     | \$2,122             | \$17,007                | \$150,000 | -\$132,993 | 13.3%  | Select Data Source               |                      |                |               |                  |      | ? ×    |                                   |                           |               |           |
| 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%  | Chart data range: ='             | Custom Pacing Chart' | \$D\$1.\$D\$31 |               |                  |      | 1      |                                   |                           |               |           |
| 8  | 4/7                                     | \$3,500             | \$24,725                | \$150,000 | -\$125,275 | 23.3%  | Chart <u>u</u> ata range.        | custom racing chart. | 4041.40401     |               |                  |      |        |                                   |                           |               |           |
| 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%  |                                  |                      | Switch B       | ow/Column     |                  |      |        |                                   |                           |               |           |
| 11 | 4/10                                    | \$2,857             | \$38,301                | \$150,000 | -\$111,699 | 33.3%  |                                  | J L                  | <u></u>        | ow/column     | J,               |      |        |                                   |                           |               |           |
| 12 | 4/11                                    | \$1,323             | \$39,623                | \$150,000 | -\$110,377 | 36.7%  |                                  | $\sim$               |                |               | $\sim$           |      |        |                                   |                           |               |           |
| 13 | 4/12                                    | \$12,421            | \$52,045                | \$150,000 | -\$97,955  | 40.0%  | Legend Entries ( <u>S</u> eries) |                      |                | Horizontal (C | ategory) Axis La | bels |        | _                                 |                           |               |           |
| 14 | 4/13                                    | \$0,308<br>\$11.029 | \$38,333<br>\$70,391    | \$150,000 | -591,047   | 43.37  | bbA 🖽                            | Edit X Remove        |                | F Edit        |                  |      |        |                                   |                           |               |           |
| 15 | 4/14                                    | \$13,920            | \$83 554                | \$150,000 | -\$75,715  | 50.0%  |                                  |                      |                | E             |                  |      |        | _                                 |                           |               |           |
| 17 | 4/16                                    | \$7,362             | \$90,916                | \$150,000 | -\$59.084  | 53.3%  | Goal                             |                      |                | ✓ 1           |                  |      | ^      |                                   |                           |               |           |
| 18 | 4/17                                    | \$4.626             | \$95,542                | \$150,000 | -\$54,458  | 56.7%  |                                  |                      |                | 2 2           |                  |      |        |                                   |                           |               |           |
| 19 | 4/18                                    | \$1,128             | \$96,670                | \$150,000 | -\$53,330  | 60.0%  |                                  |                      |                | Ľ ∠           |                  |      |        |                                   |                           |               |           |
| 20 | 4/19                                    | \$2,481             | \$99,151                | \$150,000 | -\$50,849  | 63.3%  |                                  |                      |                | ✓ 3           |                  |      |        | 20 21 22 23 24 25 26 27 28 29 30  |                           |               |           |
| 21 | 4/20                                    | \$2,818             | \$101,969               | \$150,000 | -\$48,031  | 66.7%  |                                  |                      |                |               |                  |      |        |                                   |                           |               |           |
| 22 | 4/21                                    |                     | -                       | \$150,000 | -          | 70.0%  |                                  |                      |                | 4             |                  |      |        |                                   |                           |               |           |
| 23 | 4/22                                    |                     | -                       | \$150,000 | -          | 73.3%  |                                  |                      |                | ✓ 5           |                  |      | ~      | ·                                 |                           |               |           |
| 24 | 4/23                                    |                     | -                       | \$150,000 | -          | 76.7%  |                                  |                      |                | L             |                  |      |        |                                   |                           |               |           |
| 25 | 4/24                                    |                     | -                       | \$150,000 | -          | 80.0%  |                                  |                      |                |               |                  | 014  |        |                                   |                           |               |           |
| 26 | 4/25                                    |                     | -                       | \$150,000 | -          | 83.3%  | Hidden and Empty Cel             | IS                   |                |               |                  | OK   | Cancel |                                   |                           |               |           |
| 27 | 4/26                                    |                     | -                       | \$150,000 | -          | 86.7%  | é105.000                         |                      |                |               |                  |      |        |                                   |                           |               |           |
| 28 | 4/2/                                    |                     | -                       | \$150,000 | -          | 90.0%  | \$135,000                        |                      |                |               |                  |      |        |                                   |                           |               |           |
| 29 | 4/28<br>1/29                            |                     | -                       | \$150,000 | -          | 95.5%  | \$140,000                        |                      |                |               |                  |      |        |                                   |                           |               |           |
| 31 | 4/20                                    |                     | -                       | \$150,000 | -          | 100.0% | \$150,000                        |                      |                |               |                  |      |        |                                   |                           |               |           |
|    | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | -                   | uctors Decim            | a Chart   |            | 100.07 | 1                                |                      |                |               |                  |      |        |                                   |                           |               |           |
| <  |   | -                   | ustom Pacin             | ig chart  | Blank      |        | +                                |                      |                |               |                  |      |        |                                   |                           |               |           |

#### Step 6: Select Range, Press OK

| ¢    |                    | 9~ (                 | ✓ → AutoSave        | Off       | ⊎⊿ ⊽       | 9. Custom  | n Pacing C.            | ~     | ,∕⊂ Sea       | rch          |                   |                   |             |                           |              | Le                   | utrim Hoti        | ۰ 💮                  | -             |           |   |
|------|--------------------|----------------------|---------------------|-----------|------------|------------|------------------------|-------|---------------|--------------|-------------------|-------------------|-------------|---------------------------|--------------|----------------------|-------------------|----------------------|---------------|-----------|---|
|      | File               | Home                 | Insert Page         | e Layout  | Formula    | as Data    | Review                 | View  | Developer     | r Help       | Chart Design      | Format            | t           |                           |              |                      |                   | C C C                | omments       | 🖻 Share ~ |   |
|      | Add Cha<br>Element | rt Quick<br>~ Layout | k Change            |           |            |            |                        |       |               |              |                   |                   |             |                           | *<br>*<br>•  | Switch Rov<br>Column | w/ Select<br>Data | Change<br>Chart Type | Move<br>Chart |           |   |
|      | Chart              | Layouts              |                     |           |            |            |                        |       | Chart Styl    | les          |                   |                   |             |                           |              | Da                   | ita               | Туре                 | Location      | ~         |   |
| A    | 2                  | ~                    | $\times \sqrt{f_x}$ |           |            |            |                        |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               | ~         | 2 |
|      | А                  | В                    | С                   | D         | E          | F          | G                      | н     | I.            | J            | к                 | L                 | М           | N O                       | Р            | Q                    | R                 | S T                  | U             | v w       |   |
| 1    | Date               | Revenue              | Cumulative Rev      | Goal      | Gap        | % of Month | Target                 | Lower | Upper L       | Jnder Target | Over Target       |                   |             |                           |              |                      |                   |                      |               |           | I |
| 2    | 4/1                | \$2,837              | \$2,837             | \$150,000 | -\$147,163 | 3.3%       | \$5,000                |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           | I |
| 3    | 4/2                | \$9,281              | \$12,118            | \$150,000 | -\$137,882 | 6.7%       | \$10,000               |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           | I |
| 4    | 4/3<br>//          | \$2,707              | \$14,885            | \$150,000 | -\$135,115 | 12.2%      | \$10,000               |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           | I |
| 6    | 4/5                | \$1,400              | \$18,407            | \$150,000 | -\$131.593 | 16.7%      | \$25,000               |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           | I |
| 7    | 4/6                | \$2,818              | \$21,225            | \$150,000 | -\$128,775 | 20.0%      | \$30,000               |       |               |              |                   |                   |             | Goa                       |              |                      |                   |                      |               |           | I |
| 8    | 4/7                | \$3,500              | \$24,725            | \$150,000 | -\$125,275 | 23.3%      | \$35,000               |       |               |              |                   | \$160,000         |             |                           |              |                      |                   |                      |               |           | I |
| 9    | 4/8                | \$2,446              | \$27,170            | \$150,000 | -\$122,830 | 26.7%      | \$40,000               |       |               |              |                   | \$140.000         |             |                           |              |                      |                   |                      |               |           | I |
| 10   | 4/9                | \$8,273              | \$35,443            | \$150,000 | -\$114,557 | 30.0%      | \$45,000               |       |               |              |                   | φ <u>2</u> 10,000 |             |                           |              |                      |                   |                      |               |           | I |
| 11   | 4/10               | \$2,857              | \$38,301            | \$150,000 | -\$111,699 | 33.3%      | \$50,000               |       | Axis Labels   | 5            |                   | ?                 | X           |                           |              |                      |                   |                      |               |           | I |
| 12   | 4/11               | \$1,323              | \$39,623            | \$150,000 | -\$110,377 | 36.7%      | \$55,000               |       |               | -            |                   |                   |             |                           |              |                      |                   |                      |               |           | I |
| 13   | 4/12               | \$12,421             | \$52,045            | \$150,000 | -\$91,933  | 40.0%      | \$65,000               |       | Axis label ra | inge:        |                   |                   |             |                           |              |                      |                   |                      |               |           | I |
| 15   | 4/14               | \$11.928             | \$70.281            | \$150,000 | -\$79.719  | 46.7%      | \$70.000               |       | -'Custom D    | )acing Chart | 1000000000        | - 4/1 4/2         | 4/2         |                           |              |                      |                   |                      |               |           | l |
| 16   | 4/15               | \$13,273             | \$83,554            | \$150,000 | -\$66,446  | 50.0%      | \$75,000               |       | = Custom P    | racing chart | :\$A\$2:\$A\$51 1 | = 4/1, 4/2,       | 4/3,        |                           |              |                      |                   |                      |               |           |   |
| 17   | 4/16               | \$7,362              | \$90,916            | \$150,000 | -\$59,084  | 53.3%      | \$80,000               |       |               |              | ОК                | Cano              | cel         |                           |              |                      |                   |                      |               |           |   |
| 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               |       |               |              |                   | \$0               | A/1 A/2 A/F | A 17 A 10 A 11 1 A 11 2 A | 145 4/47 4/4 | 0 4/21 4/22 4/25     | 127 4/20          |                      |               |           |   |
| 20   | 4/19               | \$2,481              | \$99,151            | \$150,000 | -\$50,849  | 63.3%      | \$95,000               |       |               |              |                   |                   | 4/1 4/3 4/3 | 4/7 4/9 4/11 4/13 4       | /10 4/1/ 4/1 | 9 4/21 4/23 4/23     | +/2/4/29          |                      |               |           |   |
| 21   | 4/20               | \$2,818              | \$101,969           | \$150,000 | -\$48,031  | 70.0%      | \$100,000<br>\$105,000 |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           |   |
| 22   | 4/21               |                      |                     | \$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              |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           |   |
| 30.1 | 4/79               |                      | Custors Do 1        | S150.000  |            | 96.7%      | \$145 000              |       |               |              |                   |                   |             |                           |              |                      |                   |                      |               |           |   |
|      | $\langle \rangle$  |                      | Custom Pacin        | ng Chart  | Blank      | +          | -                      |       |               |              |                   |                   |             |                           |              |                      |                   |                      | •             |           |   |

#### Step 7: Add Series

| ę  | ×                | 19~                     | ♀ ✓ AutoSave              | Off                    | 97 -       | 9. Custo | om Pacing C 🗸               |                                 | ch             |             |                                 |             |          | Leutrim Ho                     | ti 💮 🗇                    | —             | o ×       |
|----|------------------|-------------------------|---------------------------|------------------------|------------|----------|-----------------------------|---------------------------------|----------------|-------------|---------------------------------|-------------|----------|--------------------------------|---------------------------|---------------|-----------|
|    | File             | Home                    | Insert Pag                | e Layout               | Formulas   | s Data   | a Review Vie                | ew Developer                    | Help           | Chart I     | <mark>Design</mark> Forma       | t           |          |                                |                           | omments       | 🖻 Share 🗸 |
|    | Add Ch<br>Elemen | hart Quic<br>t ~ Layout | k Change<br>t Y Colors Y  |                        |            |          |                             |                                 |                |             |                                 |             | ~        | Switch Row/ Sele<br>Column Dat | ct Change<br>a Chart Type | Move<br>Chart |           |
|    | Cha              | art Layouts             |                           |                        |            |          |                             | Chart Styles                    | 5              |             |                                 |             |          | Data                           | Туре                      | Location      | ~         |
| A  | 2                | ~                       | $: \times \checkmark f_x$ | •                      |            |          |                             |                                 |                |             |                                 |             |          |                                |                           |               | ~         |
|    | А                | В                       | с                         | D                      | E          | F        | G H                         | I                               | J              | к           | L                               | M N         | 0        | P Q R                          | S T                       | U             | v w       |
| 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%    | Select Data Source          |                                 |                |             |                                 |             | ? X      |                                |                           |               |           |
| 6  | 4/5              | \$1,400                 | \$18,407                  | \$150,000              | -5* 1,593  | 16.7%    |                             |                                 |                |             |                                 |             |          |                                |                           |               |           |
| 7  | 4/6              | \$2,818                 | \$21,225                  | \$150,000              |            | 20.0%    | Chart data range:           | ='Custom Pacing Cha             | art'!\$A\$1:\$ | A\$31,'Cust | om Pacing Chart'!\$D            | \$1:\$D\$31 | <u>↑</u> |                                |                           |               |           |
| 8  | 4/7              | \$3,500                 | \$24,725                  | \$150,000              | -\$1.      | 23.3%    | j                           |                                 |                |             | 5                               |             |          |                                |                           |               |           |
| 9  | 4/8              | \$2,440                 | \$27,170                  | \$150,000              | -\$122,5   | 20.7%    |                             |                                 |                |             |                                 |             |          |                                |                           |               |           |
| 10 | 4/9              | \$8,273<br>\$3,957      | \$35,443                  | \$150,000              | -\$114,557 | 294      |                             |                                 | - 🚰 s          | Switch Row  | /Column                         |             |          |                                |                           |               |           |
| 12 | 4/10             | \$1,037                 | \$39,501                  | \$150,000              | -\$110 377 | 35 7%    |                             | 4                               |                |             |                                 |             |          |                                |                           |               |           |
| 12 | 4/11             | \$12 421                | \$52.045                  | \$150,000              | -\$97.955  | 40.0%    | Leave d Fatalas (Gaulas)    | 、<br>、                          |                |             |                                 | via takata  |          |                                |                           |               |           |
| 14 | 4/13             | \$6,308                 | \$58.353                  | \$150,000              | -\$91.647  | 43.3%    | edend Entries (Series)      | )                               |                | HC          | orizontal ( <u>C</u> ategory) A | IXIS Labels |          | -                              |                           |               |           |
| 15 | 4/14             | \$11,928                | \$70,281                  | \$150,000              | -\$79,719  | 46.7%    | <u>da A</u> dd ∎            | <u>7 E</u> dit 🛛 🗙 <u>R</u> emo | ove \land      | $\sim$      | 🕁 Edi <u>t</u>                  |             |          |                                |                           |               |           |
| 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%    | Goal                        |                                 |                |             | ′ <u>4/1</u>                    |             | ^        | •                              |                           |               |           |
| 18 | 4/17             | \$4,626                 | \$95,542                  | \$150,000              | -\$54,458  | 56.7%    |                             |                                 |                |             | 4/2                             |             |          |                                |                           |               |           |
| 19 | 4/18             | \$1,128                 | \$96,670                  | \$150,000              | -\$53,330  | 60.0%    |                             |                                 |                |             | <br>                            |             |          |                                |                           |               |           |
| 20 | 4/19             | \$2,481                 | \$99,151                  | \$150,000              | -\$50,849  | 63.3%    |                             |                                 |                |             | ′J 4/3                          |             |          | 9 4/21 4/23 4/25 4/27 4/29     |                           |               |           |
| 21 | 4/20             | \$2,818                 | \$101,969                 | \$150,000              | -\$48,031  | 66.7%    |                             |                                 |                |             | 4/4                             |             |          |                                |                           |               |           |
| 22 | 4/21             |                         | -                         | \$150,000              | -          | 70.0%    |                             |                                 |                |             | <br>]                           |             |          |                                |                           |               |           |
| 23 | 4/22             |                         | -                         | \$150,000              | -          | 75.3%    |                             |                                 |                |             | 4/5                             |             | ~        | ·                              |                           |               |           |
| 24 | 4/23             |                         | -                         | \$150,000<br>\$150,000 | -          | 70.7% L  |                             |                                 |                |             |                                 |             |          |                                |                           |               |           |
| 25 | 4/24             |                         |                           | \$150,000              | -          | 83.3%    | Hidden and Empty C          | ells                            |                |             |                                 | ОК          | Cancel   |                                |                           |               |           |
| 27 | 4/26             |                         | -                         | \$150,000              | -          | 86.7%    | <u>n</u> idaen and empty et |                                 |                |             |                                 | OK          | Curreet  |                                |                           |               |           |
| 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                   |                                 |                |             |                                 |             |          |                                |                           |               |           |
| 31 | 4/30             |                         | -                         | \$150,000              |            | 100.0%   | \$150,000                   |                                 |                |             |                                 |             |          |                                |                           |               |           |
|    | < >              |                         | Custom Paci               | ng Chart               | Blank      |          | +                           |                                 |                |             |                                 |             |          |                                |                           | E (4          |           |

#### Step 8: Select Range, Press OK

|    | ×                | 3 5 ~ (            | ┙ 〜 AutoSave            | Off               | 07 -                    | 9. Custor  | n Pacing C | ~     | _∕⊃ se     | earch           |             |                      |         |        |                    |            | Le                   | utrim Hoti        | ۲                    | —             | o ×       |
|----|------------------|--------------------|-------------------------|-------------------|-------------------------|------------|------------|-------|------------|-----------------|-------------|----------------------|---------|--------|--------------------|------------|----------------------|-------------------|----------------------|---------------|-----------|
|    | File             | Home               | Insert Page             | e Layout          | Formula                 | as Data    | Review     | View  | Develop    | er Help         | Chart Desi  | <mark>gn</mark> Form | at      |        |                    |            |                      |                   |                      | Comments      | 🖻 Share ~ |
|    | Add Ch<br>Elemen | hart Quick         | Change<br>Colors Y      |                   |                         |            |            |       |            |                 |             |                      |         |        |                    | < > I>     | Switch Rov<br>Column | // Select<br>Data | Change<br>Chart Type | Move<br>Chart |           |
|    | Cha              | art Layouts        |                         |                   |                         |            |            |       | Chart S    | ityles          |             |                      |         |        |                    |            | Da                   | ta                | Туре                 | Location      | ~         |
| G  | <del>)</del> 2   | ~ :                | $\times \checkmark f_x$ |                   |                         |            |            |       |            |                 |             |                      |         |        |                    |            |                      |                   |                      |               | $\sim$    |
|    | А                | В                  | С                       | D                 | E                       | F          | G          | н     | I          | J               | к           | L                    | М       | N      | N 0                | Р          | Q                    | R                 | S T                  | U             | v w       |
| 1  | Date<br>4/1      | Revenue            | Cumulative Rev          | Goal<br>\$150.000 | Gap<br>-\$147,163       | % of Month | Target     | Lower | Upper      | Under Target    | Over Target |                      |         |        |                    |            |                      |                   |                      |               |           |
| 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   |       |            |                 |             | \$160,000            |         |        |                    |            |                      |                   |                      |               |           |
| 7  | 4/6              | \$2,818            | \$21,225                | \$150,000         | -\$128,775              | 20.0%      | \$30,000   |       |            |                 |             | \$1.40,000           |         |        |                    |            |                      |                   |                      |               |           |
| 8  | 4/7              | \$3,500            | \$24,725                | \$150,000         | -\$125,275              | 23.3%      | \$35,000   |       |            |                 |             | \$140,000            |         | _      |                    |            | /                    |                   |                      |               |           |
| 9  | 4/8              | \$2,440<br>\$9.272 | \$27,170                | \$150,000         | -\$122,830<br>\$114,557 | 26.7%      | \$40,000   |       | Edit Seri  | es              |             | ?                    | ×       |        |                    |            |                      |                   |                      |               |           |
| 11 | 4/5              | \$2,857            | \$38,301                | \$150,000         | -\$114,557              | 33.3%      | \$50,000   |       |            |                 |             |                      |         |        |                    |            |                      |                   |                      |               |           |
| 12 | 4/11             | \$1,323            | \$39,623                | \$150,000         | -\$110.377              | 36.7%      | \$55,000   |       | Series nar | me:             |             |                      |         |        |                    |            |                      |                   |                      |               |           |
| 13 | 4/12             | \$12,421           | \$52,045                | \$150,000         | -\$97,955               | 40.0%      | \$60,000   |       | -'Custon   | a Dacing Chart  |             | Target               |         |        |                    |            |                      |                   |                      |               |           |
| 14 | 4/13             | \$6,308            | \$58,353                | \$150,000         | -\$91,647               | 43.3%      | \$65,000   |       | = Custon   | n Pacing Chart  | . :\$G\$1   | = Target             |         |        |                    |            |                      |                   |                      |               |           |
| 15 | 4/14             | \$11,928           | \$70,281                | \$150,000         | -\$79,719               | 46.7%      | \$70,000   |       | Series val | ues:            |             |                      |         |        |                    |            |                      |                   |                      |               |           |
| 16 | 4/15             | \$13,273           | \$83,554                | \$150,000         | -\$66,446               | 50.0%      | \$75,000   |       | -'Custon   | a Pacing Chart  | 1464246421  | + - \$5,000          | \$10.0  |        |                    |            |                      |                   |                      |               |           |
| 17 | 4/16             | \$7,362            | \$90,916                | \$150,000         | -\$59,084               | 53.3%      | \$80,000   |       | - custon   | in Facing Chart |             | = \$5,000            | , 910,0 |        |                    |            |                      |                   |                      |               |           |
| 18 | 4/1/             | \$4,626            | \$95,542                | \$150,000         | -\$54,458               | 56.7%      | \$85,000   |       |            |                 | OK          |                      | ncol    |        |                    |            |                      |                   |                      |               |           |
| 20 | 4/10             | \$2,481            | \$99,151                | \$150,000         | -\$50,849               | 63.3%      | \$95,000   |       |            |                 |             |                      | incer   | /5 4/7 | 4/9 4/11 4/13 4/15 | 5 4/17 4/1 | 9 4/21 4/23 4/25 4   | /27 4/29          |                      |               |           |
| 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 | 4/2/<br>4/28     |                    |                         | \$150,000         | -                       | 93.2%      | \$135,000  |       |            |                 |             |                      |         |        |                    |            |                      |                   |                      |               |           |
| 30 | 4/29             |                    |                         | \$150,000         |                         | 96 7%      | \$145,000  |       |            |                 |             |                      |         |        |                    |            |                      |                   |                      |               |           |
|    | < >              | > <u>(</u>         | Custom Pacir            | ng Chart          | Blank                   | -          | F          |       |            |                 |             |                      |         |        |                    |            |                      |                   |                      | ÷ (           |           |

## Step 9: Edit Horizontal Axis

|    | ×                | ] 5 ~ 9            | └ ~ AutoSave            | Off                    | <u>- 20</u> | 9. Cus         | stom Pacing C ∨         | 🔎 Search             |            |                 |                 |                     |                                | Le                   | utrim Hoti        | ۰ 🍈                  | —             | o ×       |
|----|------------------|--------------------|-------------------------|------------------------|-------------|----------------|-------------------------|----------------------|------------|-----------------|-----------------|---------------------|--------------------------------|----------------------|-------------------|----------------------|---------------|-----------|
|    | File             | Home               | Insert Page             | e Layout               | Formula     | s Da           | ata Review View         | Developer            | Help       | Chart Desi      | jn Format       | t                   |                                |                      |                   | C C C                | omments       | 🖻 Share ~ |
|    | Add Ch<br>Elemen | art Quick          | Change<br>Colors ~      |                        |             |                |                         |                      |            |                 |                 |                     | <ul> <li></li> <li></li> </ul> | Switch Rov<br>Column | w/ Select<br>Data | Change<br>Chart Type | Move<br>Chart |           |
|    | Cha              | rt Layouts         |                         |                        |             |                |                         | Chart Styles         |            |                 |                 |                     |                                | Da                   | ata               | Туре                 | Location      | ~         |
| C  | 92               | ~ :                | $\times \checkmark f_x$ |                        |             |                |                         |                      |            |                 |                 |                     |                                |                      |                   |                      |               | ~         |
|    | Δ                | в                  | C                       | D                      | F           | F              | G H                     |                      |            | к               |                 | MN                  | 0                              | P O                  | R                 | S T                  | П             | V W       |
| 2  | 4/1              | \$2,837            | \$2,837                 | \$150,000              | -\$147,163  | 3.3%           | \$5,000                 |                      |            | ĸ               |                 |                     | 0                              | r u                  | K                 | 3 1                  | 0             |           |
| 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%          | Select Data Source      |                      |            |                 |                 |                     | ? X                            |                      |                   |                      |               |           |
| 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%          | Chart data range: ='C   | ustom Pacing Chart'! | \$A\$1:\$A | \$31,'Custom Pa | cing Chart'!\$D | \$1:\$D\$31,'Custor | m Pacing Cha 👤                 |                      |                   |                      |               |           |
| 8  | 4/7              | \$3,500            | \$24,725                | \$150,000              | -\$125,275  | 23.3%          |                         | 5                    |            |                 | <u> </u>        |                     |                                |                      |                   |                      |               |           |
| 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%          |                         |                      | 🚰 Sw       | ritch Row/Colu  | nn              |                     |                                |                      |                   |                      |               |           |
| 12 | 4/10             | \$2,857<br>\$1,222 | \$38,301                | \$150,000              | -\$111,099  | 26 7%          |                         |                      |            |                 | ,               |                     |                                |                      |                   |                      |               |           |
| 12 | 4/11             | \$1,323            | \$52,025                | \$150,000              | -\$110,577  | 40.0%          |                         | $\sim$               |            |                 |                 | ×                   |                                | -                    |                   |                      |               |           |
| 14 | 4/12             | \$6,308            | \$58,353                | \$150,000              | -\$91,647   | 43.3%          | Legend Entries (Series) |                      |            | Horizon         | al (Category) A | xis Labels          |                                |                      |                   |                      |               |           |
| 15 | 4/14             | \$11.928           | \$70.281                | \$150,000              | -\$79.719   | 46.7%          | 🖽 🗛 📅 🗛                 | dit X <u>R</u> emove |            | ~ 🗐 🃅           | ādi <u>t</u>    |                     |                                |                      |                   |                      |               |           |
| 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%          | Goal                    |                      |            | $\sim$          | l.              |                     | ^                              |                      |                   |                      |               |           |
| 18 | 4/17             | \$4,626            | \$95,542                | \$150,000              | -\$54,458   | 56.7%          | Target                  |                      |            |                 | ,               |                     |                                |                      |                   |                      |               |           |
| 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%          |                         |                      |            | $\sim$          | ł.              |                     |                                | 9 4/21 4/23 4/25     | 4/27 4/29         |                      |               |           |
| 21 | 4/20             | \$2,818            | \$101,969               | \$150,000              | -\$48,031   | 66.7%          |                         |                      |            |                 | ŧ               |                     |                                |                      |                   |                      |               |           |
| 22 | 4/21             |                    | -                       | \$150,000              | -           | 70.0%          |                         |                      |            |                 |                 |                     |                                |                      |                   |                      |               |           |
| 23 | 4/22             |                    | -                       | \$150,000              | -           | 73.3%          |                         |                      |            |                 | 1               |                     | ~                              |                      |                   |                      |               |           |
| 24 | 4/23             |                    | -                       | \$150,000              | -           | /6./%          |                         |                      |            |                 |                 |                     |                                |                      |                   |                      |               |           |
| 25 | 4/24             |                    | -                       | \$150,000              | -           | 80.0%          | Hiddon and Empty Colle  |                      |            |                 |                 | OK                  | Cancol                         | 1                    |                   |                      |               |           |
| 20 | 4/25<br>A/26     |                    | -                       | \$150,000<br>\$150,000 | -           | 03.3%<br>86.7% | Hidden and Empty Cells  |                      |            |                 |                 | UK                  | Cancer                         |                      |                   |                      |               |           |
| 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               |                      |            |                 |                 |                     |                                |                      |                   |                      |               |           |
| 31 | 4/30             |                    | -                       | \$150,000              | -           | 100.0%         | 6 \$150,000             |                      |            |                 |                 |                     |                                |                      |                   |                      |               |           |
|    | < >              | 9                  | Custom Pacin            | ng Chart               | Blank       |                | +                       |                      |            |                 |                 |                     |                                |                      |                   |                      | E (           |           |

#### Step 10: Select Range, Press OK

| 1  | ×          | 9~(       | ⊇ × AutoSave        | Off                    | 97 -       | 9. Custom  | n Pacing C             | . ~   | ,               | ch               |                    |                               |                |  |                        | Le                   | utrim Hoti        | ۰ 🎲                  | _             |           |
|----|------------|-----------|---------------------|------------------------|------------|------------|------------------------|-------|-----------------|------------------|--------------------|-------------------------------|----------------|--|------------------------|----------------------|-------------------|----------------------|---------------|-----------|
|    | File       | Home      | Insert Page         | e Layout               | Formula    | as Data    | Review                 | View  | Developer       | Help             | Chart Design       | Format                        | :              |  |                        |                      |                   | C C C                | omments       | 🖻 Share ~ |
|    | Add Cha    | art Quick | Change<br>Colors Y  |                        |            |            |                        |       |                 |                  |                    |                               |                |  | ×<br>                  | Switch Rov<br>Column | v/ Select<br>Data | Change<br>Chart Type | Move<br>Chart |           |
|    | Char       | t Layouts |                     |                        |            |            |                        |       | Chart Styles    | S                |                    |                               |                |  |                        | Da                   | ta                | Туре                 | Location      | ~         |
| A  | 2          | ~         | $\times \sqrt{f_x}$ |                        |            |            |                        |       |                 |                  |                    |                               |                |  |                        |                      |                   |                      |               | ~         |
|    | А          | В         | С                   | D                      | E          | F          | G                      | н     | I.              | J                | к                  | L                             | М              | N                                      | 0 P                    | Q                    | R                 | S T                  | U             | v w       |
| 1  | Date       | Revenue   | Cumulative Rev      | Goal                   | Gap        | % of Month | Target                 | Lower | Upper Un        | der 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<br>1/1 | \$2,707   | \$14,885            | \$150,000<br>\$150,000 | -\$135,115 | 10.0%      | \$15,000<br>\$20,000   |       |                 |                  |                    |                               |                |  |                        |                      |                   |                      |               |           |
| 6  | 4/5        | \$1,400   | \$18,407            | \$150,000              | -\$131.593 | 16.7%      | \$25,000               |       |                 |                  |                    | \$1.60,000                    |                |  |                        |                      |                   |                      |               |           |
| 7  | 4/6        | \$2,818   | \$21,225            | \$150,000              | -\$128,775 | 20.0%      | \$30,000               |       |                 |                  |                    | \$100,000                     |                |  |                        |                      |                   |                      |               |           |
| 8  | 4/7        | \$3,500   | \$24,725            | \$150,000              | -\$125,275 | 23.3%      | \$35,000               |       |                 |                  |                    | \$140,000                     |                |  |                        |                      |                   |                      |               |           |
| 9  | 4/8        | \$2,446   | \$27,170            | \$150,000              | -\$122,830 | 26.7%      | \$40,000               |       |                 |                  |                    | \$120.000                     |                |  |                        |                      |                   |                      |               |           |
| 10 | 4/9        | \$8,273   | \$35,443            | \$150,000              | -\$114,557 | 30.0%      | \$45,000               |       |                 |                  |                    | <i><i><i>q110,000</i></i></i> |                |  |                        |                      |                   |                      |               |           |
| 11 | 4/10       | \$2,857   | \$38,301            | \$150,000              | -\$111,699 | 33.3%      | \$50,000               |       | Axis Labels     |                  |                    | ?                             | X              |  |                        |                      |                   |                      |               |           |
| 12 | 4/11       | \$1,323   | \$39,623            | \$150,000              | -\$110,377 | 36.7%      | \$55,000               |       |                 |                  |                    |                               |                |  |                        |                      |                   |                      |               |           |
| 14 | 4/12       | \$12,421  | \$52,045            | \$150,000<br>\$150,000 | -\$97,933  | 40.0%      | \$65,000               |       | Axis label rand | ge:              |                    |                               |                |  |                        |                      |                   |                      |               |           |
| 15 | 4/14       | \$11.928  | \$70.281            | \$150,000              | -\$79.719  | 46.7%      | \$70.000               |       | -'Custom Da     | o<br>cina Chart' | 16 4 6 3 6 4 6 3 1 | - 4/1 4/2                     | 4/2            |  |                        |                      |                   |                      |               |           |
| 16 | 4/15       | \$13,273  | \$83,554            | \$150,000              | -\$66,446  | 50.0%      | \$75,000               |       | - Custom Pa     | cing chart       | :\$452.54551       | - 4/ 1, 4/2, 4                | 4/5,           |  |                        |                      |                   |                      |               |           |
| 17 | 4/16       | \$7,362   | \$90,916            | \$150,000              | -\$59,084  | 53.3%      | \$80,000               |       |                 |                  | ОК                 | Cano                          | cel            |  |                        |                      |                   |                      |               |           |
| 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               |       |                 |                  |                    | \$0 -                         | a/1 a/3 a      | 15 4/7 4/9 4/11                        | A/13 A/15 A/17 A/      | 9 4/21 4/23 4/25 4   | /27 4/29          |                      |               |           |
| 20 | 4/19       | \$2,481   | \$99,151            | \$150,000              | -\$50,849  | 63.3%      | \$95,000               |       |                 |                  |                    |                               | -1 - 1 - 1 - 1 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | -, 15 -, 15 -, 17 -, 1 |                      | 927 925           |                      |               |           |
| 21 | 4/20       | \$2,010   | -                   | \$150,000              | -340,051   | 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<br>\$145,000 |       |                 |                  |                    |                               |                |  |                        |                      |                   |                      |               |           |
|    | < >        |           | Custom Pacin        | ng Chart               | Blank      | +          | -                      |       |                 |                  |                    |                               |                |  |                        |                      |                   |                      | E (4          |           |

#### Step 11: Add Series

| ×           | 89.                       |                        | oSave Off     | ⊎∕ -                 | 9. Custor | m Pacing C 🗸               | 2           | Search           |                  |               |                          |               |   | Leutrim Hot                       | ۱                      | —             |           |
|-------------|---------------------------|------------------------|---------------|----------------------|-----------|----------------------------|-------------|------------------|------------------|---------------|--------------------------|---------------|---|-----------------------------------|------------------------|---------------|-----------|
| File        | Home                      | Insert                 | Page Layout   | Formulas             | 5 Data    | Review Viev                | / Develo    | oper Help        | Char             | rt Design     | Format                   |               |   |                                   |                        | omments       | 🖻 Share > |
| Ada<br>Eler | d Chart Qu<br>ment Y Layo | ick Cha<br>ut Y Colo   | inge<br>ors * |                      |           |                            |             |                  |                  |               |                          |               | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | Switch Row/ Select<br>Column Data | t Change<br>Chart Type | Move<br>Chart |           |
|             | Chart Layouts             |                        |               |                      |           |                            | Char        | rt Styles        |                  |               |                          |               |   | Data                              | Туре                   | Location      | ~         |
| A2          | ~                         | : X V                  | fr            |                      |           |                            |             |                  |                  |               |                          |               |   |                                   |                        |               | ~         |
|             | A                         |                        | <i>J</i> ~    | r.                   |           | C                          |             |                  | K                |               |                          |               | 0                                       |                                   | C T                    |               | V W       |
| 2 4         | А В<br>1/1 \$2,83         | 7 \$2.8                | 37 \$150.000  | -\$147,163           | 3.3%      | \$5.000                    |             | J                | ĸ                |               | L                        | N N           | 0                                       | P Q K                             | 5 1                    | U             | V VV      |
| 3 4         | /2 \$9,28                 | <b>1</b> \$12,1        | 18 \$150,000  | -\$137,882           | 6.7%      | \$10,000                   |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 4 4         | /3 \$2,76                 | 7 \$14,8               | \$150,000     | -\$135,115           | 10.0%     | ¢15.000                    |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 5 4         | 4 <b>\$2,12</b>           | 2 \$17,0               | \$150,000     | -\$132,993           | 13.3% Se  | elect Data Source          |             |                  |                  |               |                          |               | ? X                                     |                                   |                        |               |           |
| 6 4         | 1/5 <b>\$1,40</b>         | 0 \$18,4               | \$150,000     | -\$1,593             | 16.7%     |                            |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 7 4         | /6 <b>\$2,81</b>          | 8 \$21,2               | \$150,000     | - 75                 | 20.0%     | Chart data range:          | Custom Paci | ing Chart'ISAS1. | \$4\$31 'Ci      | ustom Pacino  | Chart'ISD\$1.\$          | D\$31 'Custon | n Pacing Cha 🕇                          |                                   |                        |               |           |
| 8 4         | /7 <b>\$3,50</b>          | 0 \$24,7               | 725 \$150,000 | - <mark>\$1</mark> . | 23.3%     | Chart <u>d</u> ata range:  | Custom Faci | пуспат: эдэт.    | фАф51, CC        | ustorn Facing | g Chart : \$D\$1.\$      | D\$51, Custon |   |                                   |                        |               |           |
| 9 4         | /8 <b>\$2,44</b>          | <b>6</b> \$27,1        | \$150,000     | -\$122,.             | 26.7%     |                            |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 10 4        | /9 \$8,27                 | 3 \$35,4               | 43 \$150,000  | -\$114,55            | 0%        |                            | 6           |                  | Switch Pe        | ow/Column     |                          |               |   |                                   |                        |               |           |
| 11 4        | /10 \$2,85                | 7 \$38,3               | \$150,000     | -\$111,699           | 3%        |                            | J (         |                  | S <u>witch K</u> | Sw/Column     | ון ב                     | -             |   |                                   |                        |               |           |
| 12 4        | /11 \$1,32                | <b>3</b> \$39,6        | 523 \$150,000 | -\$110,377           | 36.7%     |                            | $\sim$      |                  |                  |               | $\sim$                   |               |   |                                   |                        |               |           |
| 13 4        | /12 \$12,42               | 21 \$52,0              | 045 \$150,000 | -\$97,955            | 40.0%     | egend Entries (Series)     |             |                  |                  | Horizontal (( | <u>C</u> ategory) Axis I | Labels        |   |                                   |                        |               |           |
| 14 4        | /13 \$6,30                | 8 \$58,3               | 53 \$150,000  | -\$91,647            | 43.37     | bb Et                      | Edit 🗙      | Remove           |                  |               |                          |               |   |                                   |                        |               |           |
| 15 4        | /14 \$11,92               | 28 \$70,2<br>13 \$92.5 | 281 \$150,000 | -\$79,719            | 40.77     | H Fund                     |             | <u>n</u> emove   | · · ·            |               |                          |               |   |                                   |                        |               |           |
| 17 4        | /15 \$13,27               | 2 \$90.9               | 316 \$150,000 | -\$59.084            | 53 3%     | Goal                       |             |                  |                  | ✓ 4/1         |                          |               | ^                                       |                                   |                        |               |           |
| 18 4        | /17 \$4.62                | 6 \$95.5               | 542 \$150,000 | -\$54,458            | 56.7%     |                            |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 19 4        | /18 \$1.12                | 8 \$96.6               | 570 \$150.000 | -\$53,330            | 60.0%     | <ul> <li>Target</li> </ul> |             |                  |                  | ▲ 4/2         |                          |               |   |                                   |                        |               |           |
| 20 4        | /19 \$2,48                | 1 \$99,1               | \$150,000     | -\$50,849            | 63.3%     |                            |             |                  |                  | ✓ 4/3         |                          |               |   | 9 4/21 4/23 4/25 4/27 4/29        |                        |               |           |
| 21 4        | /20 \$2,81                | 8 \$101,               | 969 \$150,000 | -\$48,031            | 66.7%     |                            |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 22 4        | /21                       | -                      | \$150,000     | -                    | 70.0%     |                            |             |                  |                  | ⊻ 4/4         |                          |               |   |                                   |                        |               |           |
| 23 4        | /22                       | -                      | \$150,000     | -                    | 73.3%     |                            |             |                  |                  | ✓ 4/5         |                          |               | ~                                       |                                   |                        |               |           |
| 24 4        | /23                       | -                      | \$150,000     | -                    | 76.7%     |                            |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 25 4        | /24                       | -                      | \$150,000     | -                    | 80.0%     |                            |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 26 4        | /25                       | -                      | \$150,000     | -                    | 83.3%     | Hidden and Empty Ce        | ls          |                  |                  |               |                          | OK            | Cancel                                  |                                   |                        |               |           |
| 27 4        | /26                       | -                      | \$150,000     | -                    | 86.7%     | Á105 000                   |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 28 4        | /2/                       | -                      | \$150,000     | -                    | 90.0%     | \$135,000                  |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 29 4        | /20                       | -                      | \$150,000     | -                    | 95.3%     | \$140,000<br>\$145,000     |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| 31 4        | /30                       |                        | \$150,000     | -                    | 100.0%    | \$150,000                  |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
|             |                           | Custom                 | Desing Chart  |                      | 200.070   | 1                          |             |                  |                  |               |                          |               |   |                                   |                        |               |           |
| <           | >                         | Custom                 | Pacing Chart  | Blank                | -         | ÷                          |             |                  |                  |               |                          |               |   |                                   |                        | E 4           |           |

#### Step 12: Select Range, Press OK

| ¢  |                    | 5~ 0               | ┙ 〜 AutoSave(           | Off                    | 97 -                   | 9. Custon    | n Pacing C             | . ~   | ⊖ Searc              | :h           |                          |            |          |                                   | Leutrim I                   | Hoti 💮 🗇                       | _             |           |
|----|--------------------|--------------------|-------------------------|------------------------|------------------------|--------------|------------------------|-------|----------------------|--------------|--------------------------|------------|----------|-----------------------------------|-----------------------------|--------------------------------|---------------|-----------|
|    | File               | Home               | Insert Page             | e Layout               | Formula                | as Data      | Review                 | View  | Developer            | Help         | Chart Design             | Forma      | t        |                                   |                             |                                | omments       | r Share ~ |
|    | Add Cha<br>Element | art Quick          | Change<br>Colors ~      |                        |                        |              |                        |       |                      |              |                          |            |          |                                   | Switch Row/ Se<br>Column D  | elect Change<br>ata Chart Type | Move<br>Chart |           |
|    | Char               | t Layouts          |                         |                        |                        |              |                        |       | Chart Styles         | ;            |                          |            |          |                                   | Data                        | Туре                           | Location      | ~         |
| С  | 2                  | ~ :                | $\times \checkmark f_x$ |                        |                        |              |                        |       |                      |              |                          |            |          |                                   |                             |                                |               | ~         |
|    | А                  | В                  | с                       | D                      | E                      | F            | G                      | Н     | I                    | J            | К                        | L          | М        | N O P                             | Q F                         | s T                            | U             | v w       |
| 1  | Date               | Revenue            | Cumulative Rev          | Goal                   | Gap                    | % of Month   | Target                 | Lower | Upper Und            | der Target   | Over Target              |            |          |                                   |                             |                                |               |           |
| 2  | 4/1                | \$2,837            | \$2,837                 | \$150,000              | -\$147,103             | 5.3%<br>6.7% | \$5,000                |       |                      |              |                          |            |          |                                   |                             |                                |               |           |
| 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               |       |                      |              |                          | \$160,000  |          |                                   |                             |                                |               |           |
| 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               |       |                      |              |                          | \$140,000  |          | 7                                 |                             |                                |               |           |
| 9  | 4/8                | \$2,446            | \$27,170                | \$150,000              | -\$122,830             | 26.7%        | \$40,000               |       | Edit Sorios          |              |                          | 2          | $\times$ |                                   |                             |                                |               |           |
| 10 | 4/9                | \$8,273            | \$35,443                | \$150,000              | -\$114,557             | 30.0%        | \$45,000               |       | Luit Series          |              |                          | :          | $\sim$   |                                   |                             |                                |               |           |
| 11 | 4/10               | \$2,857            | \$38,301                | \$150,000              | -\$111,099<br>¢110,277 | 33.3%        | \$50,000               |       | Series name          |              |                          |            |          |                                   |                             |                                |               |           |
| 13 | 4/11               | \$12,421           | \$52.045                | \$150,000              | -\$97,955              | 40.0%        | \$60,000               |       | Series <u>n</u> ame. |              | •                        |            |          |                                   |                             |                                |               |           |
| 14 | 4/13               | \$6,308            | \$58,353                | \$150,000              | -\$91,647              | 43.3%        | \$65,000               |       | ='Custom Pac         | cing Chart'! | !\$C\$1 <b>T</b>         | = Cumula   | tive Rev |                                   |                             |                                |               |           |
| 15 | 4/14               | \$11,928           | \$70,281                | \$150,000              | -\$79,719              | 46.7%        | \$70,000               |       | Series values:       |              |                          |            |          |                                   |                             |                                |               |           |
| 16 | 4/15               | \$13,273           | \$83,554                | \$150,000              | -\$66,446              | 50.0%        | \$75,000               |       |                      |              |                          | ¢0.007     | *****    |                                   |                             |                                |               |           |
| 17 | 4/16               | \$7,362            | \$90,916                | \$150,000              | -\$59,084              | 53.3%        | \$80,000               |       | = Custom Pac         | cing Chart's | !\$C\$2:\$C\$21 <b>±</b> | = \$2,837, | \$12,11  |                                   |                             |                                |               |           |
| 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               |       |                      |              | OK                       | Can        | icel     | /5 4/7 4/9 4/11 4/13 4/15 4/17 4/ | 19 4/21 4/23 4/25 4/27 4/20 | )                              |               |           |
| 20 | 4/19               | \$2,481<br>\$2,818 | \$99,151                | \$150,000              | -\$50,849              | 65.7%        | \$95,000<br>\$100,000  |       |                      |              |                          |            |          |                                   |                             |                                |               |           |
| 22 | 4/21               | <i>42,010</i>      |                         | \$150,000              | -940,031               | 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<br>\$150,000 | -                      | 95.3%        | \$140,000<br>\$145,000 |       |                      |              |                          |            |          |                                   |                             |                                |               |           |
|    | < >                | 9                  | Custom Pacin            | g Chart                | Blank                  | +            | -                      |       |                      |              |                          |            |          |                                   |                             |                                | E (           |           |

# Step 13: Edit Horizontal Axis

| ¢   |         | 9~ (                  | └ ~ AutoSave            | Off       | 97 -       | 9. Custom Pa        | acing C 🗸              | ✓ Search                     |               |  |                      |   | Leutrim Hoti               |                      | —             |           |
|-----|---------|-----------------------|-------------------------|-----------|------------|---------------------|------------------------|------------------------------|---------------|--|----------------------|---|----------------------------|----------------------|---------------|-----------|
|     | File    | Home                  | Insert Pag              | e Layout  | Formula    | is Data R           | Review View            | Developer Help               | Chart         | Design Format                            |                      |   |                            | C C C                | omments       | 🖻 Share ~ |
|     | Add Cha | art Quick<br>~ Layout | Change<br>Colors ~      |           |            |                     |                        |                              |               |  |                      | <ul><li></li><li></li><li></li><li></li><!--</td--><td>Switch Row/<br/>Column</td><td>Change<br/>Chart Type</td><td>Move<br/>Chart</td><td></td></ul> | Switch Row/<br>Column      | Change<br>Chart Type | Move<br>Chart |           |
|     | Char    | t Layouts             |                         |           |            |                     |                        | Chart Styles                 |               |  |                      |   | Data                       | Туре                 | Location      | ~         |
| С   | 2       | ~ :                   | $\times \checkmark f_x$ |           |            |                     |                        |                              |               |  |                      |   |                            |                      |               | ~         |
| · · |         | в                     | C C                     | D         | F          | F                   | G H                    | 1                            | ĸ             |  | M                    | 0 P   | O B                        | T 2                  | П             | V W       |
| 1   | Date    | Revenue               | Cumulative Rev          | / Goal    | Gap        | r<br>% of Month Ta  | G H                    | Upper Under Targe            | t Over Tar    | get                                      | IVI IN               | 0 P   | Q K                        | 5 1                  | U             |           |
| 2   | 4/1     | \$2,837               | \$2,837                 | \$150,000 | -\$147,163 | 3.3% \$5            | 5,000                  |                              |               | 0  |                      |   |                            |                      |               |           |
| 3   | 4/2     | \$9,281               | \$12,118                | \$150,000 | -\$137,882 | 6.7%                |                        |                              |               |  |                      |   |                            |                      |               |           |
| 4   | 4/3     | \$2,767               | \$14,885                | \$150,000 | -\$135,115 | 10.0% Select        | t Data Source          |                              |               |  |                      | ? X   |                            |                      |               |           |
| 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% Char          | urt data range:        |                              |               |  |                      | <u>↑</u>  |                            |                      |               |           |
| 7   | 4/6     | \$2,818               | \$21,225                | \$150,000 | -\$128,775 | 20.0%               |                        | 1 . 1 . 1 . 1                |               | 1. | 11 Cal 1 1           |   |                            |                      |               |           |
| 8   | 4/7     | \$3,500               | \$24,725                | \$150,000 | -\$125,275 | 23.3% The da        | ata range is too comp  | plex to be displayed. If a n | ew range is s | selected, it will replace                | all of the series in | the Series panel.   |                            |                      |               |           |
| 9   | 4/8     | \$2,446               | \$27,170                | \$150,000 | -\$122,830 | 26.7%               |                        | ST ST                        | Switch Row    | v/Column                                 |                      |   |                            |                      |               |           |
| 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%               | - Fatrice (Carice)     | $\sim$                       |               |  | V. J. ale ale        |   |                            |                      |               |           |
| 12  | 4/11    | \$1,323               | \$39,023                | \$150,000 | -\$110,377 | 30.7% Legend        | id Entries (Series)    |                              |               | onzonial (Laregory) A                    |                      |   |                            |                      |               |           |
| 14  | 4/12    | \$6 308               | \$58 353                | \$150,000 | -\$91.647  | 43.3%               | 🖬 🗛 🗛 🗛                | dit X <u>R</u> emove /       | $\sim$        | Edi <u>t</u>                             |                      |   |                            |                      |               |           |
| 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%               | Goal                   |                              |               | ✓ 1                                      |                      | <u>^</u>  |                            |                      |               |           |
| 17  | 4/16    | \$7,362               | \$90,916                | \$150,000 | -\$59,084  | 53.3%               | Target                 |                              |               | 2  |                      |   |                            |                      |               |           |
| 18  | 4/17    | \$4,626               | \$95,542                | \$150,000 | -\$54,458  | 56.7%               | rarget                 |                              |               |  |                      |   |                            |                      |               |           |
| 19  | 4/18    | \$1,128               | \$96,670                | \$150,000 | -\$53,330  | 60.0%               | Cumulative Rev         |                              |               | ✓ 3                                      |                      |   |                            |                      |               |           |
| 20  | 4/19    | \$2,481               | \$99,151                | \$150,000 | -\$50,849  | 63.3%               |                        |                              |               | ✓ 4                                      |                      |   | 9 4/21 4/23 4/25 4/27 4/29 |                      |               |           |
| 21  | 4/20    | \$2,818               | \$101,969               | \$150,000 | -\$48,031  | 66.7%               |                        |                              |               |  |                      |   |                            |                      |               |           |
| 22  | 4/21    |                       | -                       | \$150,000 | -          | 70.0%               |                        |                              |               | ✓ 5                                      |                      | $\sim$  |                            |                      |               |           |
| 23  | 4/22    |                       | -                       | \$150,000 | -          | /3.3%               |                        | _                            |               |  |                      |   |                            |                      |               |           |
| 24  | 4/23    |                       | -                       | \$150,000 | -          | 76.7%<br>80.0% Hidd | den and Empty Cells    |                              |               |  | ОК                   | Cancel  |                            |                      |               |           |
| 25  | 4/24    |                       |                         | \$150,000 | -          | 82.2%               | activation empty cents |                              |               |  | ÖK                   | Curreer   |                            |                      |               |           |
| 20  | 4/26    |                       | -                       | \$150,000 | -          | 86.7% \$12          | 30.000                 |                              |               |  |                      |   |                            |                      |               |           |
| 28  | 4/27    |                       |                         | \$150,000 | -          | 90.0% \$13          | 35,000                 |                              |               |  |                      |   |                            |                      |               |           |
| 29  | 4/28    |                       | -                       | \$150,000 | -          | 93.3% \$14          | 40,000                 |                              |               |  |                      |   |                            |                      |               |           |
| 30  | 4/29    |                       | -                       | \$150.000 |            | 96 7% \$14          | 45 000                 |                              |               |  |                      |   |                            |                      |               | •         |
|     | < >     | 9                     | Custom Paci             | ng Chart  | Blank      | +                   |                        |                              |               |  |                      |   |                            |                      | E (           |           |

#### Step 14: Select Range, Press OK

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|----|---------------------|----------------------|-------------------------|-----------|-----------------------|------------|------------------------|-------|----------------|-------------|---|--------------|------------|---------------|------------------|----------|----------------------|----------------|----------------------|---------------|---------|--------|
|    | File I              | Home                 | Insert Page             | e Layout  | Formula               | as Data    | Review                 | View  | Developer      | Help        | Chart Design                            | Format       | t          |               |                  |          |                      |                |                      | Comments      | d Share | ~      |
|    | Add Char<br>Element | rt Quick<br>Y Layout | Change<br>Colors ~      |           |                       |            |                        |       |                |             |   |              |            |               | ~ ~              | s        | witch Row/<br>Column | Select<br>Data | Change<br>Chart Type | Move<br>Chart |         |        |
|    | Chart               | Layouts              |                         |           |                       |            |                        |       | Chart Style    | es.         |   |              |            |               |                  |          | Data                 |                | Туре                 | Location      | `       | 1      |
| A  | 2                   | ✓ :                  | $\times \checkmark f_x$ |           |                       |            |                        |       |                |             |   |              |            |               |                  |          |                      |                |                      |               |         | $\sim$ |
|    | А                   | В                    | С                       | D         | E                     | F          | G                      | Н     | I.             | J           | К                                       | L            | М          | Ν             | 0                | Р        | Q                    | R              | S T                  | U             | v w     |        |
| 1  | Date                | Revenue              | Cumulative Rev          | Goal      | Gap                   | % of Month | Target                 | Lower | Upper Ur       | nder Target | Over Target                             |              |            |               |                  |          |                      |                |                      |               |         | 1      |
| 2  | 4/1                 | \$2,837              | \$2,837                 | \$150,000 | -\$147,163            | 3.3%       | \$5,000                |       |                |             |   |              |            |               |                  |          |                      |                |                      |               |         | U      |
| 3  | 4/2                 | \$9,281              | \$12,118                | \$150,000 | -\$137,882            | 6.7%       | \$10,000<br>\$15,000   |       |                |             |   |              |            |               |                  |          |                      |                |                      |               |         | U      |
| 4  | 4/5                 | \$2,707              | \$17,007                | \$150,000 | -\$132,113            | 13.3%      | \$20,000               |       |                |             |   |              |            |               |                  |          |                      |                |                      |               |         | U      |
| 6  | 4/5                 | \$1,400              | \$18,407                | \$150,000 | -\$131.593            | 16.7%      | \$25,000               |       |                |             |   | \$1.60,000   |            |               |                  |          |                      |                |                      |               |         | U      |
| 7  | 4/6                 | \$2,818              | \$21,225                | \$150,000 | -\$128,775            | 20.0%      | \$30,000               |       |                |             |   | \$100,000    |            |               |                  |          |                      |                |                      |               |         | U      |
| 8  | 4/7                 | \$3,500              | \$24,725                | \$150,000 | -\$125,275            | 23.3%      | \$35,000               |       |                |             |   | \$140,000    |            |               |                  |          | /                    |                |                      |               |         | U      |
| 9  | 4/8                 | \$2,446              | \$27,170                | \$150,000 | -\$122,830            | 26.7%      | \$40,000               |       |                |             |   | \$1.20.000   |            |               |                  |          |                      |                |                      |               |         | U      |
| 10 | 4/9                 | \$8,273              | \$35,443                | \$150,000 | -\$114,557            | 30.0%      | \$45,000               |       |                |             |   | +            |            |               |                  |          |                      |                |                      |               |         | U      |
| 11 | 4/10                | \$2,857              | \$38,301                | \$150,000 | -\$111,699            | 33.3%      | \$50,000               |       | Axis Labels    |             |   | ?            | X          |               |                  | /        |                      |                |                      |               |         | U      |
| 12 | 4/11                | \$1,323              | \$39,623                | \$150,000 | -\$110,377            | 36.7%      | \$55,000               |       |                |             |   |              |            |               |                  |          |                      |                |                      |               |         | U      |
| 13 | 4/12                | \$6 308              | \$52,045                | \$150,000 | -\$97,900             | 40.0%      | \$65,000<br>\$65,000   |       | Axis label ran | ige:        |   |              |            |               |                  |          |                      |                |                      |               |         | U      |
| 15 | 4/14                | \$11,928             | \$70,281                | \$150,000 | -\$79,719             | 46.7%      | \$70,000               |       | -'Custom Da    | ving Chart  | 100000000000000000000000000000000000000 | - 1/1 1/2    | 1/2        |               | /                |          |                      |                |                      |               |         |        |
| 16 | 4/15                | \$13,273             | \$83,554                | \$150,000 | -\$66,446             | 50.0%      | \$75,000               |       | - Custom Pa    | icing chart | :\$A\$2.\$A\$51                         | - 4/ 1, 4/2, | , 4/ 5,    |               | /                |          |                      |                |                      |               |         |        |
| 17 | 4/16                | \$7,362              | \$90,916                | \$150,000 | -\$59,084             | 53.3%      | \$80,000               |       |                |             | ОК                                      | Can          | cel        |               |                  |          |                      |                |                      |               |         |        |
| 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               |       |                |             |   | \$0          | 4/1 4/3 4/ | 5 4/7 4/9 4/1 | 1 4/13 4/15 4/17 | 4/19 4/2 | 1 4/23 4/25 4/27     | 4/29           |                      |               |         |        |
| 20 | 4/19                | \$2,481              | \$99,151                | \$150,000 | -\$50,849<br>\$49,021 | 63.3%      | \$95,000               |       |                |             |   |              | 12 10 1    | 5 97 95 93    |                  | 1/20 1/2 | 1 1,20 1,20 1,21     | 925            |                      |               |         |        |
| 22 | 4/20                | J2,010               | -                       | \$150,000 | -9+0,031              | 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<br>\$145,000 |       |                |             |   |              |            |               |                  |          |                      |                |                      |               |         |        |
|    | < >                 | C                    | Custom Pacir            | ng Chart  | Blank                 | +          | -                      |       |                |             |   |              |            |               |                  |          |                      |                |                      | E (           |         |        |

#### Step 15: Click Line, Format Data Series



## Step 16: Customize Line Chart, Select Color



## Step 17: Customize Line Chart, Select Color



#### Step 18: Insert MIN Function In Cell H2

| 🗴 日   | 5.0   | ┙ ✓ AutoSave(   | Off (   | ⊎_ ⊽  | 9. Custo  | m Pacing (   | ∑ ∽                | ρs       | Search                         |        |  |  |                                      | Leutrim Hoti 🧃  | •       | -               | D    | ×     |
|---|---|---|---|---|---|--|--------------------|----------|--------------------------------|--------|--|--|--------------------------------------|---|---------|-----------------|------|-------|
| File  | Home  | Insert Page   | Layout  | Formula   | as Data   | Review   | v View             | Develop  | per Help                       |        |  |  |                                      |   | C C C   | mments          | d Sh | are ~ |
| Paste   | X<br>⊡ ~<br>≪   | B I <u>U</u> √  | <ul><li>11</li><li>/ Ⅲ ~  </li></ul>  | ~ A^  | A` =  |  | = ≫7 ~<br>=        | ab<br>c€ | Currency<br>\$ ~ %<br>€.00 .00 | ~<br>9 | E Conditiona   | Formatting ~<br>able ~<br>,  | Insert ∽<br>➡ Delete ∽<br>➡ Format ∽ | $ \begin{array}{cccccccccccccccccccccccccccccccccccc$ | Add-ins | Analyze<br>Data |      |       |
| Clipboar  | rd 🔽  |   | Font  |   |   | Al   | ignment            |          | Number                         |        | Sty  | les  | Cells                                | Editing   | Add-ins |                 |      | ~     |
| H2  | <b>~</b> ]:   | $\times \checkmark f_x$   | =MIN(C  | 2,G2)   |   |  |                    |          |                                |        |  |  |                                      |   |         |                 |      | ~     |
| A A   | B   | C   | D   | E   | F   | G  | H                  | l        | J                              | K      | L  | Μ  | N O                                  | P Q R   | S T     | U               | V    | W     |
| $\begin{array}{c ccccccccccccccccccccccccccccccccccc$ | \$2,837<br>\$9,281<br>\$2,767<br>\$2,122<br>\$1,400<br>\$2,818<br>\$3,500<br>\$2,446<br>\$8,273<br>\$2,857<br>\$1,323<br>\$12,421<br>\$6,308<br>\$11,928<br>\$13,273<br>\$7,362<br>\$4,626<br>\$1,128<br>\$2,481<br>\$2,818 | \$2,837<br>\$12,118<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,281<br>\$83,554<br>\$90,916<br>\$95,542<br>\$96,670<br>\$99,151<br>\$101,969<br>-<br>-<br>-<br>-<br>-<br>-<br>- | \$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000 | -\$147,163<br>-\$137,882<br>-\$135,115<br>-\$132,993<br>-\$128,775<br>-\$125,275<br>-\$122,830<br>-\$114,557<br>-\$114,557<br>-\$111,699<br>-\$110,377<br>-\$97,955<br>-\$91,647<br>-\$79,719<br>-\$66,446<br>-\$59,084<br>-\$54,458<br>-\$53,330<br>-\$50,849<br>-\$48,031<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | 3.3%<br>6.7%<br>10.0%<br>13.3%<br>20.0%<br>23.3%<br>26.7%<br>30.0%<br>33.3%<br>36.7%<br>40.0%<br>43.3%<br>46.7%<br>50.0%<br>63.3%<br>66.7%<br>70.0%<br>73.3%<br>76.7%<br>80.0%<br>83.3%<br>86.7%<br>90.0% | \$5,000<br>\$10,000<br>\$15,000<br>\$20,000<br>\$20,000<br>\$35,000<br>\$40,000<br>\$45,000<br>\$55,000<br>\$65,000<br>\$55,000<br>\$65,000<br>\$70,000<br>\$75,000<br>\$80,000<br>\$100,000<br>\$100,000<br>\$115,000<br>\$112,000<br>\$125,000<br>\$130,000<br>\$135,000 | <u>-MIN(C2,G2)</u> |          |                                |        | \$160,0<br>\$140,0<br>\$120,0<br>\$100,0<br>\$80,0<br>\$40,0<br>\$40,0 | 00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00 | /7 4/9 4/11 4/13 4/15 4/17 4         | 4/19 4/21 4/23 4/25 4/27 4/29                         |         |                 |      |       |
| 20 A/29<br>30 A/29                                    | C   | Custom Pacin  | \$150,000<br>\$150,000  | Blank   | 96.7%   | \$1/15 000   |                    |          |                                |        |  |  |                                      |   |         | E 4             |      | • •   |

#### Step 19: Insert MAX Function In Cell I2

|    | × E          | 5-0           | 🖓 🖌 AutoSav         | ve Off     | 07 ⊽                 | 9. Custo      | m Pacing C             | ~             | ₽ s         | earch                        |            |                  |  |  | ]   |   | Leutrin         | n Hoti             | •       | -               | O    | ×     |
|----|--------------|---------------|---------------------|------------|----------------------|---------------|------------------------|---------------|-------------|------------------------------|------------|------------------|--|--|---|---|-----------------|--------------------|---------|-----------------|------|-------|
|    | File         | Home          | Insert Pa           | ige Layout | Formula              | as Data       | a Review               | View          | Develop     | oer Help                     |            |                  |  |  |   |   |                 |                    | C C C   | mments          | d Sh | are ~ |
|    | Paste        | ¥<br>⊡ ~<br>≪ | <b>В</b> I <u>U</u> | ~   ⊞ ~    | ~ A^                 | A` =          |                        | ≫7 ~<br><= →= | ab<br>C€    | Currency<br>\$ ~ %<br>€.0000 | •          | E Co<br>Fo<br>Ce | onditional Fo<br>ormat as Tab<br>Il Styles ~ | ormatting ~<br>le ~                      | Insert ∨<br>Image: ✓<br>Image: ✓<br>Image | $\sum_{i=1}^{n} \sum_{i=1}^{n} \sum_{i$ | Sort &          | Find &<br>Select ¥ | Add-ins | Analyze<br>Data |      |       |
|    | Clipbo       | ard 🗳         |                     | Font       |                      |               | Alig                   | Inment        | Γ <u>υ</u>  | Number                       | Γ <u>υ</u> |                  | Styles                                       |  | Cells   |   | Editing         |                    | Add-ins |                 |      | ~     |
|    | 12           | ~             | : 🗙 🗸 J             | fx =MAX(   | <mark>C2,G2</mark> ) |               |                        |               |             |                              |            |                  |  |  |   |   |                 |                    |         |                 |      | ~     |
|    | A            | В             | С                   | D          | E                    | F             | G                      | н             | 1           | J                            | К          |                  | L  | M  | N O   | Р   | Q               | R S                | т       | U               | V    | w     |
| 1  | Date         | Revenue       | Cumulative R        | ev Goal    | Gap                  | % of Month    | Target                 | Lower         | Upper       | Under Target                 | Over Ta    | rget             |  |  |   |   |                 |                    |         |                 |      |       |
| 2  | 4/1          | \$2,837       | \$2,837             | \$150,000  | -\$147,163           | 3.3%          | \$5,000                | \$2,837       | =MAX(C2,G2) |                              |            |                  |  |  |   |   |                 |                    |         |                 |      | - 8   |
| 3  | 4/2          | \$9,281       | \$12,118            | \$150,000  | -\$137,882           | 0.7%<br>10.0% | \$10,000               |               |             |                              |            |                  |  |  |   |   |                 |                    |         |                 |      |       |
| 5  | 4/4          | \$2,122       | \$17.007            | \$150,000  | -\$132,993           | 13.3%         | \$20,000               |               |             |                              |            |                  | \$160,000                                    |  |   |   |                 |                    |         |                 |      |       |
| 6  | 4/5          | \$1,400       | \$18,407            | \$150,000  | -\$131,593           | 16.7%         | \$25,000               |               |             |                              |            |                  | ¢1.40.000                                    |  |   |   |                 | -                  |         |                 |      |       |
| 7  | 4/6          | \$2,818       | \$21,225            | \$150,000  | -\$128,775           | 20.0%         | \$30,000               |               |             |                              |            |                  | \$140,000                                    |  |   |   | 1               |                    |         |                 |      | - 8   |
| 8  | 4/7          | \$3,500       | \$24,725            | \$150,000  | -\$125,275           | 23.3%         | \$35,000               |               |             |                              |            |                  | \$120,000                                    |  |   |   | /               |                    |         |                 |      |       |
| 9  | 4/8          | \$2,446       | \$27,170            | \$150,000  | -\$122,830           | 26.7%         | \$40,000               |               |             |                              |            |                  | \$100.000                                    |  |   |   |                 |                    |         |                 |      |       |
| 10 | 4/9          | \$8,273       | \$35,443            | \$150,000  | -\$114,557           | 30.0%         | \$45,000               |               |             |                              |            |                  | +,   |  | and the second sec  |   |                 |                    |         |                 |      |       |
| 11 | 4/10         | \$2,857       | \$38,301            | \$150,000  | -\$111,099           | 33.3%         | \$50,000               |               |             |                              |            |                  | \$80,000                                     |  | l   |   |                 |                    |         |                 |      | - 8   |
| 13 | 4/12         | \$12,421      | \$52.045            | \$150,000  | -\$97.955            | 40.0%         | \$60.000               |               |             |                              |            |                  | \$60,000                                     |  |   |   |                 |                    |         |                 |      | - 8   |
| 14 | 4/13         | \$6,308       | \$58,353            | \$150,000  | -\$91,647            | 43.3%         | \$65,000               |               |             |                              |            |                  | \$40,000                                     |  | 1   |   |                 |                    |         |                 |      |       |
| 15 | 6 4/14       | \$11,928      | \$70,281            | \$150,000  | -\$79,719            | 46.7%         | \$70,000               |               |             |                              |            |                  | 340,000                                      |  | s -   |   |                 |                    |         |                 |      |       |
| 16 | 6 4/15       | \$13,273      | \$83,554            | \$150,000  | -\$66,446            | 50.0%         | \$75,000               |               |             |                              |            |                  | \$20,000                                     | (all all all all all all all all all all | ~   |   |                 |                    |         |                 |      |       |
| 17 | 4/16         | \$7,362       | \$90,916            | \$150,000  | -\$59,084            | 53.3%         | \$80,000               |               |             |                              |            |                  | \$0  |  |   |   |                 |                    |         |                 |      |       |
| 18 | 4/17         | \$4,626       | \$95,542            | \$150,000  | -\$54,458            | 56.7%         | \$85,000               |               |             |                              |            |                  |  | 4/1 4/3 4/5 4/7                          | 4/9 4/11 4/13 4/15 4/17   | 4/19 4/21 4/2   | 23 4/25 4/27 4/ | 29                 |         |                 |      |       |
| 20 | 4/18<br>4/19 | \$2,481       | \$99,070            | \$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<br>\$120,000 |               |             |                              |            |                  |  |  |   |   |                 |                    |         |                 |      |       |
| 25 | 4/20         |               | 1                   | \$150,000  | -                    | 90.0%         | \$135.000              |               |             |                              |            |                  |  |  |   |   |                 |                    |         |                 |      |       |
| 29 | 4/28         |               | -                   | \$150,000  | -                    | 93.3%         | \$140,000              |               |             |                              |            |                  |  |  |   |   |                 |                    |         |                 |      |       |
| 3( | 1/29         |               |                     | \$150 000  | -                    | 96 7%         | \$1/15 000             |               |             |                              |            |                  |  |  |   |   |                 |                    |         |                 |      |       |
|    | < >          | >             | Custom Page         | cing Chart | Blank                |               | +                      |               |             |                              |            |                  |  |  |   |   |                 |                    |         | E 4             |      |       |

#### Step 20: Insert IF Function In Cell J2

|    | × 8               | 5-(             | کا 🗸 AutoSave              | Off   | ⊎⊿ ⊽   | 9. Custor     | m Pacing C             | ~                             | ₽ s  | Search       |            |                       |                                 |                     |                                  |                    | Leutrim Ho                        | ti            |         | _               | D    | ×     |
|----|-------------------|-----------------|----------------------------|---|--|---------------|------------------------|-------------------------------|--|--------------|------------|-----------------------|---------------------------------|---------------------|----------------------------------|--------------------|-----------------------------------|---------------|---------|-----------------|------|-------|
|    | File              | Home            | Insert Pag                 | je Layout   | Formula  | as Data       | Review                 | View                          | Develop  | per Help     |            |                       |                                 |                     |                                  |                    |                                   |               | Co      | mments          | ピ Sh | are ~ |
|    | Paste<br>V        | X<br>[≞ ~<br>≪∛ | <b>В</b> <i>I</i> <u>U</u> | <ul><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li><li>↓</li>&lt;</ul> | ~ A^   | Aĭ =          |                        | %⁄7 √<br><u>←</u> ⊒ → <u></u> | ab<br>c€   | Currency     | · 9        | E Condition<br>Format | ional Fo<br>: as Tabl<br>:les ~ | ormatting ~<br>le ~ | Insert →<br>Delete →<br>Format → | ∑ •<br>↓ ~<br>∢> • | AZY<br>Sort & Fir<br>Filter ~ Sel | nd &<br>ect ¥ | Add-ins | Analyze<br>Data |      |       |
|    | Clipbo            | ard 🗳           |                            | Font  |  |               | Alig                   | gnment                        |  | Number       |            |                       | Styles                          |                     | Cells                            |                    | Editing                           |               | Add-ins |                 |      | ~     |
|    | J2                | ~ :             | $\times \checkmark f_x$    | =IF(C2  | <g2,i2-h2< th=""><th>2,"")</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>~</th></g2,i2-h2<> | 2,"")         |                        |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      | ~     |
|    | A                 | В               | С                          | D   | E  | F             | G                      | н                             | 1  | J            | К          | L                     |                                 | М                   | N O                              | Р                  | Q R                               | S             | Т       | U               | v    | W 🔺   |
| 1  | Date              | Revenue         | Cumulative Rev             | v Goal  | Gap  | % of Month    | Target                 | Lower                         | Upper  | Under Target | Over Targe | et                    |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 4/1               | \$2,837         | \$2,837                    | \$150,000   | -\$147,163   | 3.3%          | \$5,000                | \$2,837                       | =IF(C2 <g2,i2-h< th=""><th>2,"")</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>- 18</th></g2,i2-h<> | 2,"")        |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      | - 18  |
| 3  | 4/2               | \$9,281         | \$12,118                   | \$150,000   | -\$137,882   | 6./%<br>10.0% | \$10,000<br>\$15,000   |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      | - 18  |
| 4  | 4/5               | \$2,707         | \$17,007                   | \$150,000   | -\$155,115   | 13.3%         | \$20,000               |                               |  |              |            | \$                    | \$160,000                       |                     |                                  |                    |                                   |               |         |                 |      | - 18  |
| 6  | 4/5               | \$1,400         | \$18,407                   | \$150,000   | -\$131.593   | 16.7%         | \$25,000               |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      | - 18  |
| 7  | 4/6               | \$2,818         | \$21,225                   | \$150,000   | -\$128,775   | 20.0%         | \$30,000               |                               |  |              |            | Ş                     | \$140,000                       |                     |                                  |                    |                                   |               |         |                 |      | - 18  |
| 8  | 4/7               | \$3,500         | \$24,725                   | \$150,000   | -\$125,275   | 23.3%         | \$35,000               |                               |  |              |            | ş                     | \$120,000                       |                     |                                  |                    | /                                 |               |         |                 |      | - 1   |
| 9  | 4/8               | \$2,446         | \$27,170                   | \$150,000   | -\$122,830   | 26.7%         | \$40,000               |                               |  |              |            | c                     | ×1.00.000                       |                     |                                  |                    |                                   |               |         |                 |      |       |
| 10 | ) <b>4/9</b>      | \$8,273         | \$35,443                   | \$150,000   | -\$114,557   | 30.0%         | \$45,000               |                               |  |              |            | Ş                     | \$100,000                       |                     | وسنرير                           | -6                 |                                   |               |         |                 |      |       |
| 1  | L 4/10            | \$2,857         | \$38,301                   | \$150,000   | -\$111,699   | 33.3%         | \$50,000               |                               |  |              |            |                       | \$80,000                        |                     | - P                              |                    |                                   |               |         |                 |      | - 18  |
| 1  | 2 4/11            | \$1,323         | \$39,623                   | \$150,000   | -\$110,377   | 36.7%         | \$55,000               |                               |  |              |            |                       | \$60.000                        |                     | 1                                |                    |                                   |               |         |                 |      | - 18  |
| 1  | 3 4/12<br>1 //12  | \$12,421        | \$52,045                   | \$150,000   | ->97,900   | 40.0%         | \$65,000               |                               |  |              |            |                       | +                               |                     | 1 90                             |                    |                                   |               |         |                 |      | - 18  |
| 1  | + 4/13<br>5 4/14  | \$11,928        | \$70,281                   | \$150,000   | -\$79.719  | 45.5%         | \$70,000               |                               |  |              |            |                       | \$40,000                        |                     |                                  |                    |                                   |               |         |                 |      |       |
| 1  | 5 4/15            | \$13,273        | \$83.554                   | \$150,000   | -\$66,446  | 50.0%         | \$75.000               |                               |  |              |            |                       | \$20,000                        | -                   | <i>⇔</i> ″                       |                    |                                   |               |         |                 |      |       |
| 1  | 7 4/16            | \$7,362         | \$90,916                   | \$150,000   | -\$59,084  | 53.3%         | \$80,000               |                               |  |              |            |                       |                                 | 1 million           |                                  |                    |                                   |               |         |                 |      |       |
| 13 | 3 4/17            | \$4,626         | \$95,542                   | \$150,000   | -\$54,458  | 56.7%         | \$85,000               |                               |  |              |            |                       | ŞO                              | 4/1 4/3 4/5 4       | 1/7 4/9 4/11 4/13 4/15 4/17      | 4/19 4/21 4/23     | 4/25 4/27 4/29                    |               |         |                 |      |       |
| 1  | 9 4/18            | \$1,128         | \$96,670                   | \$150,000   | -\$53,330  | 60.0%         | \$90,000               |                               |  |              |            |                       |                                 |                     |                                  | 1 1 1              |                                   |               |         |                 |      |       |
| 20 | 0 4/19            | \$2,481         | \$99,151                   | \$150,000   | -\$50,849  | 63.3%         | \$95,000               |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 1 4/20            | \$2,818         | Ş101,969                   | \$150,000   | -\$48,031  | 66.7%         | \$100,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 2 4/21            |                 | -                          | \$150,000   | -  | 70.0%         | \$105,000<br>\$110,000 |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 1 4/22            |                 |                            | \$150,000   | -  | 75.5%         | \$115,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 5 4/24            |                 |                            | \$150,000   | -  | 80.0%         | \$120,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 5 4/25            |                 | -                          | \$150,000   | -  | 83.3%         | \$125,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 7 4/26            |                 | -                          | \$150,000   | -  | 86.7%         | \$130,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 3 4/27            |                 | -                          | \$150,000   | -  | 90.0%         | \$135,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
| 2  | 4/28              |                 | -                          | \$150,000   | -  | 93.3%         | \$140,000              |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      | -     |
| 21 | 1 //29            |                 |                            | S150 000  |  | 96 7%         | \$1/15 000             |                               |  |              |            |                       |                                 |                     |                                  |                    |                                   |               |         |                 |      |       |
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#### Step 21: Insert IF Function In Cell K2

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|    | Paste<br>V | X<br>[₽ ~<br>≪     | <b>В</b> <i>I</i> <u>U</u> | ~   <del>   </del> -   | ~ A^       | A` ≡       |                        | ≈<br>≈<br>≈ ⇒= | ab<br>c∛ | Currency<br>$ \cdot \  \  \  \  \  \  \  \  \  \  \  \  \$ | ~<br>9   | E Cond | litional Fo<br>at as Tab<br>Styles ~ | ormatting ~<br>ole ~                     | Insert ∨<br>III Delete ∨<br>III Format ∨  | ∑ ~<br>↓ ~<br>∳ ~ | Sort & Fi<br>Filter ~ Se | nd &<br>lect ¥ | Add-ins           | Analyze<br>Data |       |       |
|    | Clipbo     | ard 🔽              |                            | Font                   |            |            | Ali                    | gnment         | 12       | Number   |          |        | Styles                               |  | Cells   |                   | Editing                  |                | Add-ins           |                 |       | ¥     |
|    | K2         | ~ :                | $\times \checkmark f_x$    | =IF(C2                 | >=G2,I2-H  | 12,"")     |                        |                |          |  |          |        |                                      |  |   |                   |                          |                |                   |                 |       | ~     |
|    | А          | В                  | С                          | D                      | E          | F          | G                      | Н              | 1        | J  | К        |        | L                                    | M  | N O   | Þ                 | Q R                      | S              | Т                 | U               | V     | W 🔺   |
| 1  | Date       | Revenue            | Cumulative Rev             | Goal                   | Gap        | % of Month | Target                 | Lower          | Upper    | Under Target   | Over Tar | get    |                                      |  |   |                   |                          |                |                   |                 |       |       |
| 2  | 4/1        | \$2,837            | \$2,837                    | \$150,000              | -\$147,163 | 3.3%       | \$5,000                | Ş2,837         | Ş5,000   | =IF(C2>=G2,I2-H2   | 2,"")    |        |                                      |  |   |                   |                          |                |                   |                 |       | - 8   |
| 3  | 4/2        | \$9,281<br>\$2,767 | \$12,118                   | \$150,000              | -\$137,882 | 0.7%       | \$10,000               |                |          |  |          | K      |                                      |  |   |                   |                          |                |                   |                 |       | - 8   |
| 5  | 4/4        | \$2,122            | \$17,007                   | \$150,000              | -\$132,993 | 13.3%      | \$20,000               |                |          |  |          |        | \$160,000                            |  |   |                   |                          |                |                   |                 |       | - 8   |
| 6  | 4/5        | \$1,400            | \$18,407                   | \$150,000              | -\$131,593 | 16.7%      | \$25,000               |                |          |  |          |        | ¢1.40.000                            |  |   |                   |                          |                |                   |                 |       | - 8   |
| 7  | 4/6        | \$2,818            | \$21,225                   | \$150,000              | -\$128,775 | 20.0%      | \$30,000               |                |          |  |          |        | \$140,000                            |  |   |                   | /                        |                |                   |                 |       | - 18  |
| 8  | 4/7        | \$3,500            | \$24,725                   | \$150,000              | -\$125,275 | 23.3%      | \$35,000               |                |          |  |          |        | \$120,000                            |  |   |                   |                          |                |                   |                 |       | - 18  |
| 9  | 4/8        | \$2,446            | \$27,170                   | \$150,000              | -\$122,830 | 26.7%      | \$40,000               |                |          |  |          |        | \$100,000                            |  |   | ~~~               |                          |                |                   |                 |       | - 18  |
| 10 | 4/9        | \$8,273            | \$35,443                   | \$150,000              | -\$114,557 | 30.0%      | \$45,000<br>\$50,000   |                |          |  |          |        |                                      |  | and the second se | ~                 |                          |                |                   |                 |       | - 18  |
| 12 | 4/10       | \$2,857            | \$38,501                   | \$150,000              | -\$111,099 | 36.7%      | \$55,000               |                |          |  |          |        | \$80,000                             |  |   |                   |                          |                |                   |                 |       | - 18  |
| 13 | 4/12       | \$12,421           | \$52,045                   | \$150,000              | -\$97,955  | 40.0%      | \$60,000               |                |          |  |          |        | \$60,000                             |  |   |                   |                          |                |                   |                 |       | - 18  |
| 14 | 4/13       | \$6,308            | \$58,353                   | \$150,000              | -\$91,647  | 43.3%      | \$65,000               |                |          |  |          |        | \$40,000                             |  | 11  |                   |                          |                |                   |                 |       | - 18  |
| 15 | 4/14       | \$11,928           | \$70,281                   | \$150,000              | -\$79,719  | 46.7%      | \$70,000               |                |          |  |          |        | 940,000                              |  | J -   |                   |                          |                |                   |                 |       |       |
| 16 | 4/15       | \$13,273           | \$83,554                   | \$150,000              | -\$66,446  | 50.0%      | \$75,000               |                |          |  |          |        | \$20,000                             | (all all all all all all all all all all | ~   |                   |                          |                |                   |                 |       |       |
| 17 | 4/16       | \$7,362            | \$90,916                   | \$150,000              | -\$59,084  | 53.3%      | \$80,000               |                |          |  |          |        | \$0                                  |  |   |                   |                          |                |                   |                 |       |       |
| 18 | 4/1/       | \$4,626            | \$95,542                   | \$150,000              | -\$54,458  | 50.7%      | \$85,000               |                |          |  |          |        |                                      | 4/1 4/3 4/5 4/7                          | 4/9 4/11 4/13 4/15 4/17 4   | /19 4/21 4/23     | 3 4/25 4/27 4/29         |                |                   |                 |       |       |
| 20 | 4/18       | \$2,481            | \$99,151                   | \$150,000              | -\$55,550  | 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<br>\$150,000 | -          | 83.3%      | \$125,000<br>\$120,000 |                |          |  |          |        |                                      |  |   |                   |                          |                |                   |                 |       |       |
| 27 | 4/20       |                    | -                          | \$150,000              | -          | 90.0%      | \$135,000              |                |          |  |          |        |                                      |  |   |                   |                          |                |                   |                 |       |       |
| 29 | 4/28       |                    | -                          | \$150,000              | -          | 93.3%      | \$140,000              |                |          |  |          |        |                                      |  |   |                   |                          |                |                   |                 |       |       |
| 30 | 1/29       |                    | -                          | \$150.000              | -          | 96 7%      | \$1/15,000             |                |          |  |          |        |                                      |  |   |                   |                          |                |                   |                 |       |       |
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#### Step 22: Select Cells & Drag It Down



#### Step 23: Right-Click Chart, Select Data

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|  | Paste   | X<br>□⊇ ~<br>≪∛   | в <i>I</i> <u>U</u>   | ~   <u></u>   | ~ A^   | A <sup>×</sup> ≡   |  | : ≫ ~<br>   | ab<br>C₹<br>↓  | Currency<br>\$ ~ %<br>€:0 .00  | )<br>1<br>1<br>1  | Conditional Formatting<br>Format as Table<br>Cell Styles<br>Styles                            | <ul> <li>Insert ✓</li> <li>Delete ✓</li> <li>Format ✓</li> </ul>   | $ \begin{array}{cccccccccccccccccccccccccccccccccccc$                  | Add-ins | Analyze<br>Data |       | ~     |
|  | chort 1   |   | • 🗸 / £.  | Font  |  |  | All  | gnment  | 17   | Number   |   | Styles  | Cells  | Editing  | Add-Ins |                 | 1     |       |
|  | nart 1  | ~   | $X \sim Jx$   |   | -  | -  | -  |   |  |  |   |   |  |  | _       |                 |       |       |
| 1  | A<br>Date   | Revenue   | C Cumulative Rev  | Goal  | Gap  | ⊦<br>% of Month  | G  | H<br>Lower  | Upper  | J<br>Under Target  | K<br>Over Target  | L M I   | N O  | P Q R S  | 1       | U               | V     |       |
| 2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>0<br>0<br>11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20<br>21<br>22<br>23<br>24<br>25<br>5<br>6<br>27<br>28<br>29<br>30 | 4/1<br>4/2<br>4/3<br>4/4<br>4/5<br>4/6<br>4/7<br>4/8<br>4/9<br>4/10<br>4/11<br>4/12<br>4/13<br>4/14<br>4/15<br>4/16<br>4/17<br>4/18<br>4/19<br>4/20<br>4/21<br>4/22<br>4/23<br>4/24<br>4/25<br>4/26<br>4/27<br>4/28<br>A/29 | \$2,837<br>\$9,281<br>\$2,767<br>\$2,122<br>\$1,400<br>\$2,818<br>\$3,500<br>\$2,446<br>\$8,273<br>\$2,857<br>\$1,323<br>\$12,421<br>\$6,308<br>\$11,928<br>\$13,273<br>\$7,362<br>\$4,626<br>\$1,128<br>\$2,481<br>\$2,818 | \$2,837<br>\$12,118<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,281<br>\$83,554<br>\$90,916<br>\$95,542<br>\$66,670<br>\$99,151<br>\$101,969<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | 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| -\$147,163<br>-\$137,882<br>-\$135,115<br>-\$132,993<br>-\$118,775<br>-\$128,775<br>-\$122,830<br>-\$114,557<br>-\$112,870<br>-\$114,557<br>-\$111,699<br>-\$110,377<br>-\$97,955<br>-\$91,647<br>-\$79,719<br>-\$66,446<br>-\$59,084<br>-\$54,458<br>-\$53,330<br>-\$50,849<br>-\$48,031<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | 3.3%<br>6.7%<br>10.0%<br>13.3%<br>16.7%<br>20.0%<br>23.3%<br>26.7%<br>30.0%<br>33.3%<br>36.7%<br>40.0%<br>43.3%<br>46.7%<br>50.0%<br>53.3%<br>56.7%<br>60.0%<br>63.3%<br>66.7%<br>70.0%<br>73.3%<br>76.7%<br>80.0%<br>83.3%<br>86.7%<br>90.0%<br>93.3% | 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| \$2,837<br>\$10,000<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,000<br>\$552,045<br>\$58,353<br>\$70,000<br>\$552,045<br>\$58,353<br>\$70,000<br>\$55,000<br>\$80,000<br>\$90,000<br>\$100,000<br>\$100,000<br>\$110,000<br>\$115,000<br>\$122,000<br>\$132,000<br>\$135,000<br>\$135,000<br>\$140,000<br>\$140,000 | \$5,000<br>\$12,118<br>\$15,000<br>\$20,000<br>\$25,000<br>\$30,000<br>\$45,000<br>\$55,000<br>\$60,000<br>\$65,000<br>\$65,000<br>\$65,000<br>\$65,000<br>\$65,000<br>\$70,281<br>\$83,554<br>\$90,916<br>\$95,542<br>\$96,670<br>\$99,151<br>\$101,969<br>\$105,000<br>\$115,000<br>\$115,000<br>\$125,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$140,000 | \$2,163<br>\$115<br>\$2,993<br>\$6,593<br>\$8,775<br>\$10,275<br>\$12,830<br>\$9,557<br>\$11,699<br>\$15,377<br>\$7,955<br>\$6,647 | \$2,118<br>\$281<br>\$8,554<br>\$10,916<br>\$10,542<br>\$6,670<br>\$4,151<br>\$1,969<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0 | \$160,000<br>\$140,000<br>\$120,000<br>\$80,000<br>\$40,000<br>\$40,000<br>\$0<br>4/1 4/3 4/5 | Fill Outline  Fill Outline  Delete  Fill Change C  Save as T  Select Da  Select Da  Select Da  Select Da  Fill | Plot Area<br>Match Style<br>Chart Type<br>Template<br>tion<br>Iot Area |         |                 |       |       |
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#### Step 24: Add Series

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| Pas   | ste                 | в <i>I</i> <u>U</u>       | ~   🖽 ~  <br>Font | ~ A^<br><u>∢</u> ~ <u>A</u> | A <sup>×</sup> = | = _<br>= =<br>Alic    | xxx →Ξ        | ab<br>C₹<br>∽  | Currency<br>\$ ~ %<br>€.00 .00<br>Number | •          | E Con<br>Form<br>Cell | ditional Formattir<br>nat as Table ~<br>Styles ~ | ng Y         | Insert ~<br>Delete ~<br>Format ~ | $\sum_{i=1}^{n} \cdot A_{i} = \sum_{j=1}^{n} \cdot A_{j}$ $\sum_{i=1}^{n} \cdot A_{i} = \sum_{j=1}^{n} \cdot A_{i}$ Sort & Find | Add-ins       | Analyze<br>Data | ~         |
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| 1 D   | ate Revenu          | e Cumulative Rev          | / Goal            | Gap                         | % of Month       | Target                | Lower         | Upper          | Under Target                             | Over Targ  | get                   |  | IN IS        | 0                                |   |               | 0               |           |
| 2 4   | 4/1 <b>\$2,837</b>  | \$2,837                   | \$150,000         | -\$147,163                  | 3.3%             | \$5,000               | \$2,837       | \$5,000        | \$2,163                                  |            |                       |  |              |                                  |   |               |                 |           |
| 3 4   | 4/2 <b>\$9,281</b>  | \$12,118                  | \$150,000         | -\$137,882                  | 6.7%             |                       |               |                |  |            |                       |  |              | 2 2                              |   |               |                 |           |
| 4 4   | 1/3 <b>\$2,767</b>  | \$14,885                  | \$150,000         | -\$135,115                  | 10.0% Se         | lect Data S           | ource         |                |  |            |                       |  |              | : ×                              |   |               |                 |           |
| 5 4   | 1/4 \$2,122         | \$17,007                  | \$150,000         | -  93                       | 13.3%            |                       |               |                |  |            |                       |  |              |                                  |   |               |                 |           |
| 7 4   | 1/5 \$1,400         | \$18,407                  | \$150,000         | -9                          | 20.0%            | Chart <u>d</u> ata ra | ange:         |                |  |            |                       |  |              | Ţ                                |   |               |                 |           |
| 8 4   | 1/7 \$3.500         | \$24,725                  | \$150,000         | -\$125.2                    | 23.3% The        | e data range          | e is too comp | olex to be dis | played. If a new                         | range is s | elected, it           | will replace all of th                           | he series in | the Series panel.                |   |               |                 |           |
| 9 4   | 1/8 <b>\$2,44</b> 6 | \$27,170                  | \$150,000         | -\$122,830                  | 7%               |                       |               | 6              |  | 1. L. D.   | 10.1                  |  |              |                                  |   |               |                 |           |
| 10 4  | 1/9 <b>\$8,273</b>  | \$35,443                  | \$150,000         | -\$114,557                  | 0%               |                       |               |                | ETT 2                                    | witch Row  | /Column               |  |              |                                  |   |               |                 |           |
| 11 4/ | /10 \$2,857         | \$38,301                  | \$150,000         | -\$111,699                  | 33.3%            |                       |               | $\sim$         |  |            |                       | $\sim$   |              |                                  |   |               |                 |           |
| 12 4/ | /11 \$1,323         | \$39,623                  | \$150,000         | -\$110,377                  | 36.7%            | and Entries           | (Series)      |                |  | Ho         | orizontal (           | <u>C</u> ategory) Axis Labe                      | els          |                                  |   |               |                 |           |
| 13 4/ | /12 \$12,421        | \$52,045                  | \$150,000         | -\$97,955                   | 40.0%            | bbA 🖽                 | E Fr          | lit 🗙          | Remove A                                 | $\sim$     | Edit                  |  |              |                                  |   |               |                 |           |
| 14 4/ | /13 \$6,308         | \$58,353                  | \$150,000         | -\$91,647                   | 43.3%            | <u>HI Maa</u>         |               |                |  |            | EV con                |  |              | _                                | -   |               |                 |           |
| 15 4/ | /14 \$11,922        | \$70,281                  | \$150,000         | -\$/9,/19                   | 40.7%            | Goal                  |               |                |  |            | ✓ 4/1                 |  |              | ^                                |   |               |                 |           |
| 17 4  | /16 \$7.362         | \$90.916                  | \$150,000         | -\$59.084                   | 53.3%            | Tarent                |               |                |  |            | 4/2                   |  |              |                                  |   |               |                 |           |
| 18 4  | /17 \$4,626         | \$95,542                  | \$150,000         | -\$54,458                   | 56.7%            | j larget              |               |                |  |            | <br>                  |  |              |                                  | 0 4/21 4/22 4/25 4/27 4/20  |               |                 |           |
| 19 4  | /18 \$1,128         | \$96,670                  | \$150,000         | -\$53,330                   | 60.0%            | Cumul                 | ative Rev     |                |  |            | 4/3                   |  |              |                                  | 2 7 2 1 7 2 7 7 7 7 7 7 7 7 7 7 7 7 7 7   |               |                 |           |
| 20 4  | /19 \$2,481         | \$99,151                  | \$150,000         | -\$50,849                   | 63.3%            |                       |               |                |  |            | 4/4                   |  |              |                                  |   |               |                 |           |
| 21 4  | /20 \$2,818         | \$101,969                 | \$150,000         | -\$48,031                   | 66.7%            |                       |               |                |  |            |                       |  |              |                                  |   |               |                 |           |
| 22 4/ | /21                 | -                         | \$150,000         | -                           | 70.0%            |                       |               |                |  |            | 4/5                   |  |              | ~                                |   |               |                 |           |
| 23 4/ | /22                 | -                         | \$150,000         | -                           | 75.3%            |                       |               |                |  |            |                       |  |              |                                  |   |               |                 |           |
| 25 4  | /24                 | 1                         | \$150,000         | -                           | 80.0% E          | lidden and l          | Empty Cells   |                |  |            |                       |  | ОК           | Cancel                           |   |               |                 |           |
| 26 4  | /25                 |                           | \$150,000         | -                           | 83.3%            |                       |               |                |  |            |                       |  |              |                                  |   |               |                 |           |
| 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        |                       |  |              |                                  |   |               |                 | -         |
| 301 1 | /29                 |                           | \$150 000         | -                           | 96.7%            | \$1/15 000            | \$1/15 000    | \$1/15 000     |  | ŚŃ         |                       |  |              |                                  |   |               |                 |           |
| <     | >                   | Custom Paci               | ng Chart          | Blank                       | +                | -                     |               |                |  |            |                       |  |              |                                  |   |               | E               |           |

#### Step 25: Select Range, Press OK

|    |            | <u>ا</u> ا         | ⊇ ∽ AutoSave            | Off                    | <u> </u>               | 9. Custon   | n Pacing C             | v   | _∕⊃ Sea              | arch   |               |              |                               |         |   |                   | Leutrim Hoti      |         | _       | o ×       |
|----|------------|--------------------|-------------------------|------------------------|------------------------|-------------|------------------------|---|----------------------|--|---------------|--------------|-------------------------------|---------|---|-------------------|-------------------|---------|---------|-----------|
|    | File       | Home               | Insert Page             | e Layout               | Formula                | s Data      | Reviev                 | v View  | Develope             | r Help   | Chart D       | esign        | Format                        |         |   |                   |                   | C C C   | omments | 🖻 Share ~ |
|    | Paste      | X<br>[] ~          | <b>В</b> I <u>U</u> ,   | ~<br>~ = ~             | ~ A^<br>< <u>⊲</u> ∧ A | A` =<br>• ≡ | = =                    | <ul> <li>.</li> <li>.</li></ul> | ab<br>C√             | Currency $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ | > E           | E Conditi    | ional Formati<br>t as Table ~ | ting ~  | Insert ~  | $\sum \cdot$      | AZY Sort & Find & | Add-ins | Analyze |           |
|    | Clipbo     | ard 🔽              |                         | Font                   |                        |             | Ali                    | ignment   |                      | .00 →.0<br>Number                                | E I           | Cell Sty     | Styles                        |         | Cells   | <b>◆</b> ∕ • 1    | Editing           | Add-ins | Data    | ~         |
| (  | 12         | ~                  | $\times \checkmark f_x$ | =MIN(C                 | C2,G2)                 |             |                        |   |                      |  |               |              |                               |         |   |                   |                   |         |         | ```       |
|    | Α          | В                  | С                       | D                      | E                      | F           | G                      | Н   | I.                   | J  | к             | L            | М                             | N       | 0 1   | P Q               | R                 | S T     | U       | v w       |
| 1  | Date       | Revenue            | Cumulative Rev          | Goal                   | Gap                    | % of Month  | Target                 | Lower   | Upper                | Under Target                                     | Over Target   | t            |                               |         |   |                   |                   |         |         |           |
| 2  | 4/1        | \$2,837            | \$2,837                 | \$150,000              | -\$147,163             | 3.3%        | \$5,000                | \$2,837   | \$5,000              | \$2,163  | 4             |              |                               |         |   |                   |                   |         |         |           |
| 3  | 4/2        | \$9,281<br>\$2,767 | \$12,118                | \$150,000              | -\$137,882             | 6.7%        | \$10,000               | \$10,000  | \$12,118             | 6115   | Ş2,118        |              |                               |         |   |                   |                   |         |         |           |
| 4  | 4/3<br>4/4 | \$2,707            | \$14,885                | \$150,000              | -\$135,115             | 13.3%       | \$15,000               | \$14,885<br>\$17.007  | \$20,000             | \$2,993  |               |              | \$160,000                     |         |   |                   |                   |         |         |           |
| 6  | 4/5        | \$1,400            | \$18,407                | \$150,000              | -\$131,593             | 16.7%       | \$25,000               | \$18,407  | \$25,000             | \$6,593  |               |              | C1 40,000                     |         |   |                   |                   |         |         |           |
| 7  | 4/6        | \$2,818            | \$21,225                | \$150,000              | -\$128,775             | 20.0%       | \$30,000               | \$21,225  | \$30,000             | \$8,775  |               |              | \$140,000                     |         |   |                   |                   |         |         |           |
| 8  | 4/7        | \$3,500            | \$24,725                | \$150,000              | -\$125,275             | 23.3%       | \$35,000               | \$24,725  | \$35,000             | \$10,275   |               | 4            | \$120,000                     | _       |   |                   |                   |         |         |           |
| 9  | 4/8        | \$2,446            | \$27,170                | \$150,000              | -\$122,830             | 26.7%       | \$40,000               | \$27,170  | Edit Series          | 5  |               |              | ? X                           |         | ~~~~  |                   |                   |         |         |           |
| 10 | 4/9        | \$8,273<br>\$2,857 | \$35,443                | \$150,000<br>\$150,000 | -\$114,557             | 30.0%       | \$45,000<br>\$50,000   | \$35,443<br>\$38,301  | East Benez           |  |               |              |                               |         | and the second se |                   |                   |         |         |           |
| 12 | 4/11       | \$1,323            | \$39,623                | \$150,000              | -\$110,377             | 36.7%       | \$55,000               | \$39,623  | Series <u>n</u> am   | e:   |               |              |                               |         |   |                   |                   |         |         |           |
| 13 | 4/12       | \$12,421           | \$52,045                | \$150,000              | -\$97,955              | 40.0%       | \$60,000               | \$52,045  | ='Custom             | Pacing Chart'l                                   | ¢µ¢1          | <b>1</b> - 1 | Lower                         |         |   |                   |                   |         |         |           |
| 14 | 4/13       | \$6,308            | \$58,353                | \$150,000              | -\$91,647              | 43.3%       | \$65,000               | \$58,353  | - Custonn            | Facility Chart :                                 | φιιφι         |              | Lower                         |         | 1   |                   |                   |         |         |           |
| 15 | 4/14       | \$11,928           | \$70,281                | \$150,000              | -\$79,719              | 46.7%       | \$70,000               | \$70,000  | Series <u>v</u> alue | es:  |               |              |                               |         |   |                   |                   |         |         |           |
| 16 | 4/15       | \$13,273           | \$83,554                | \$150,000              | -\$66,446              | 50.0%       | \$75,000               | \$75,000  | ='Custom             | Pacing Chart'!                                   | \$H\$2:\$H\$3 | 1 🛨 = :      | \$2,837, \$10,00              | )       |   |                   |                   |         |         |           |
| 18 | 4/10       | \$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  |                      |  | 0             | ок           | Cancel                        | 1/5 4/7 | 4/9 4/11 4/13 4/15 4/17 4/  | /19 4/21 4/23 4/2 | 25 4/27 4/29      |         |         |           |
| 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              | -                      | 75.3%       | \$110,000<br>\$115,000 | \$110,000   | \$110,000            |  | \$0<br>\$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<br>\$150,000 | -                      | 93.3%       | \$140,000<br>\$145,000 | \$140,000   | \$140,000            |  | \$0<br>\$0    |              |                               |         |   |                   |                   |         |         |           |
|    | < >        | ,                  | Custom Pacir            | ng Chart               | Blank                  | +           | -                      |   |                      |  |               |              |                               |         |   |                   |                   |         | E 4     |           |

# Step 26: Edit Horizontal Axis

|    |                   | 5~ (                     | Ų → AutoSave           | Off                      | 07 -                        | 9. Cust | om Pacing C          | v                  | _∕ s           | earch                                    |           |   |                     |   |                   | Leutrim Hoti 🛛 🍿                          | $\bigcirc$ | —               | o ×        |
|----|-------------------|--------------------------|------------------------|--------------------------|-----------------------------|---------|----------------------|--------------------|----------------|--|-----------|---|---------------------|---|-------------------|---|------------|-----------------|------------|
|    | File              | Home                     | Insert Page            | e Layout                 | Formula                     | s Dat   | a Review             | v View             | Develop        | oer Help                                 | Chart     | Design Format                                       |                     |   |                   |   | C C C      | omments         | 🖻 Share ~  |
|    | Paste<br>V        | X<br>□≞ ~<br>≪≪<br>ard ⊑ | <b>В</b> I <u>U</u>    | ~   <u>-</u> ~  <br>Font | ~ A^<br><u>∢</u> ~ <u>A</u> | Ař i    |                      | anment             | ab<br>€€<br>►  | Currency<br>\$ ~ %<br>€.00 .00<br>Number | •         | Conditional For<br>Format as Table<br>Cell Styles ~ | rmatting ~<br>e ~   | <ul> <li>Insert ~</li> <li>Delete ~</li> <li>Hormat ~</li> <li>Cells</li> </ul> | ∑ ~<br>↓ ~<br>� ~ | AZY<br>Sort & Find &<br>Filter Y Select Y | Add-ins    | Analyze<br>Data | ~          |
|    | ,                 |                          | • • • • • •            |                          |                             |         |                      | 5                  |                |  |           |   |                     |   |                   |   |            |                 |            |
| Ľ  | H2                | ~                        | $\times \checkmark Jx$ | =MIN(0                   | C2,G2)                      |         |                      |                    |                |  |           |   |                     |   |                   |   |            |                 |            |
|    | А                 | В                        | С                      | D                        | E                           | F       | G                    | Н                  | 1              | J  | К         | L   | M N                 | O F   | <b>)</b>          | Q R S                                     | Т          | U               | V W        |
| 2  | 4/1               | \$2,837                  | \$2,837                | \$150,000                | -\$147,163                  | 3.3%    | \$5,000              | \$2,837            | \$5,000        | \$2,163                                  | 60.44     |   |                     |   |                   |   |            |                 |            |
| 3  | 4/2               | \$9,281<br>\$2,767       | \$12,118               | \$150,000<br>\$150,000   | -\$137,882                  | 0.7%    | \$10,000             | \$10,000           | \$12,118       | A  | \$2,11    | 8   |                     |   | _                 |   |            |                 |            |
| 5  | 4/4               | \$2,122                  | \$17.007               | \$150,000                | -\$132,993                  | 13.3%   | Select Data          | Source             |                |  |           |   |                     | 7 X   |                   |   |            |                 |            |
| 6  | 4/5               | \$1,400                  | \$18,407               | \$150,000                | -\$131,593                  | 16.7%   | Select Dutu          | bource             |                |  |           |   |                     |   | -                 |   |            |                 |            |
| 7  | 4/6               | \$2,818                  | \$21,225               | \$150,000                | -\$128,775                  | 20.0%   | Chart data           |                    |                |  |           |   |                     | *   |                   |   |            |                 |            |
| 8  | 4/7               | \$3,500                  | \$24,725               | \$150,000                | -\$125,275                  | 23.3%   | Chart <u>d</u> ata i | range:             |                |  |           |   |                     | <u> </u>  |                   |   |            |                 |            |
| 9  | 4/8               | \$2,446                  | \$27,170               | \$150,000                | -\$122,830                  | 26.7%   | The data rang        | je is too comp     | plex to be dis | splayed. If a new                        | range is  | selected, it will replace                           | all of the series i | in the Series panel.  | 0                 |   |            |                 |            |
| 10 | 4/9               | \$8,273                  | \$35,443               | \$150,000                | -\$114,557                  | 30.0%   |                      |                    | G              | 「日気」                                     | witch Roy |   |                     |   |                   |   |            |                 |            |
| 11 | 4/10              | \$2,857                  | \$38,301               | \$150,000                | -\$111,699                  | 33.3%   |                      |                    | ŢĹ             |  | witten to | W/Column  | ] L                 |   | -                 |   |            |                 |            |
| 12 | 4/11              | \$1,323                  | \$39,623               | \$150,000                | -\$110,377                  | 36.7%   |                      | ( <b>a</b> 1 )     | $\sim$         |  |           |   | ×                   |   |                   |   |            |                 |            |
| 14 | 4/12              | \$12,421                 | \$52,045               | \$150,000<br>\$150,000   | -597,955                    | 40.0%   | Legend Entrie        | eries)             |                |  |           | forizontal (Category) A                             | us Labels           |   |                   |   |            |                 |            |
| 14 | 4/13              | \$11,928                 | \$70,281               | \$150,000                | -\$79.719                   | 46.7%   | t∓ <u>A</u> dd       | <u></u> <u>Ε</u> α | lit 🗙          | Remove 🔨                                 | $\sim$    | Edi <u>t</u>  |                     |   |                   |   |            |                 |            |
| 16 | 4/15              | \$13.273                 | \$83,554               | \$150,000                | -\$66,446                   | 50.0%   | L                    |                    |                |  |           |   |                     |   |                   |   |            |                 |            |
| 17 | 4/16              | \$7,362                  | \$90,916               | \$150,000                | -\$59,084                   | 53.3%   | 🗸 Goal               |                    |                |  |           | ✓ 1   |                     | ^   |                   |   |            |                 |            |
| 18 | 4/17              | \$4,626                  | \$95,542               | \$150,000                | -\$54,458                   | 56.7%   | J Targe              | +                  |                |  |           | ✓ 2   |                     |   | 9 4/21 4/23       | 4/25 4/27 4/29                            |            |                 |            |
| 19 | 4/18              | \$1,128                  | \$96,670               | \$150,000                | -\$53,330                   | 60.0%   |                      | L C                |                |  |           |   |                     |   | 5 1/22 1/20       | 120 127 120                               |            |                 |            |
| 20 | 4/19              | \$2,481                  | \$99,151               | \$150,000                | -\$50,849                   | 63.3%   | 🖌 Cumu               | lative Rev         |                |  |           | ✓ 3   |                     |   |                   |   |            |                 |            |
| 21 | 4/20              | \$2,818                  | \$101,969              | \$150,000                | -\$48,031                   | 66.7%   | Lower                | r                  |                |  |           | ✓ 4   |                     |   |                   |   |            |                 |            |
| 22 | 4/21              |                          | -                      | \$150,000                | -                           | 70.0%   |                      |                    |                |  |           | F   |                     |   |                   |   |            |                 |            |
| 23 | 4/22              |                          | -                      | \$150,000<br>\$150,000   | -                           | 75.5%   |                      |                    |                |  |           | ✓ 3   |                     | ~   |                   |   |            |                 |            |
| 24 | 4/23              |                          |                        | \$150,000                | -                           | 80.0%   |                      |                    |                |  |           |   |                     |   |                   |   |            |                 |            |
| 26 | 4/25              |                          |                        | \$150,000                | -                           | 83.3%   | Hidden and           | Empty Cells        |                |  |           |   | ОК                  | Cancel  |                   |   |            |                 |            |
| 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            | S150.000           | S150.000       |  | \$0       |   |                     |   |                   |   |            |                 |            |
|    | $\langle \rangle$ |                          | Custom Paci            | ng Chart                 | Blank                       |         | +                    |                    |                |  |           |   |                     |   |                   |   |            | E (             | <b>•••</b> |

#### Step 27: Select Range, Press OK

|     |            | 5-9                | 뇌 ~ AutoSave (          | Off                    | <u>97</u> –              | 9. Custon        | n Pacing C             | ~  | ,∕ S∈                  | earch  |                |                               |                 |             |  |               | Leutrim Hoti    | ۰ 💮       | —       | D       | $\times$ |
|-----|------------|--------------------|-------------------------|------------------------|--------------------------|------------------|------------------------|--|------------------------|--|----------------|-------------------------------|-----------------|-------------|--|---------------|-----------------|-----------|---------|---------|----------|
|     | File       | Home               | Insert Page             | Layout                 | Formula                  | is Data          | Review                 | View   | Develop                | er Help  | Chart De       | esign Format                  |                 |             |  |               |                 | C C C     | omments | d Share | ~        |
|     | L<br>Paste | X<br>[] ~          | B I U ~                 | ~<br>  ~               | ~ A^<br>< <u></u> ~ A    | A <sup>°</sup> ≡ |                        | <b>≫</b> ~ <b>~</b><br><u>←</u> = <u>→</u> = | ab<br>C₹               | Currency $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ | · E            | Conditional For               | rmatting<br>e ~ | g ¥         | Insert ∨<br>Σ Delete ∨                 | Σ ~<br>       | AZY Sort & Find | & Add-ins | Analyze |         |          |
|     | Clipboa    | ard 🖬              |                         | Font                   |                          |                  | Alig                   | gnment                                       |                        | .00 →0<br>Number                                 |                | Cell Styles ¥<br>Styles       |                 |             | Eormat ∽<br>Cells                      | <b>◆</b> ∕ •  | Editing         | Add-ins   | Data    |         | ~        |
|     | 42         | ~ :                | $\times \checkmark f_x$ | =MIN(C                 | C2,G2)                   |                  |                        |  |                        |  |                |                               |                 |             |  |               |                 |           |         |         | ~        |
|     | А          | В                  | С                       | D                      | E                        | F                | G                      | Н  | I.                     | J  | К              | L                             | М               | N           | O F                                    | )             | Q R             | S T       | U       | v v     | N 🔺      |
| 1   | Date       | Revenue            | Cumulative Rev          | Goal                   | Gap                      | % of Month       | Target                 | Lower  | Upper                  | Under Target                                     | Over Target    |                               |                 |             |  |               |                 |           |         |         |          |
| 3   | 4/1 4/2    | \$2,837<br>\$9,281 | \$2,837<br>\$12,118     | \$150,000<br>\$150,000 | -\$147,163<br>-\$137,882 | 3.3%<br>6.7%     | \$10,000               | \$2,837<br>\$10,000                          | \$5,000<br>\$12,118    | \$2,103  | \$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  |                | \$160,000 -                   |                 |             |  |               |                 |           |         |         |          |
| 6   | 4/5        | \$1,400            | \$18,407                | \$150,000              | -\$131,593               | 16.7%            | \$25,000               | \$18,407                                     | \$25,000               | \$6,593  |                | \$140,000                     |                 |             |  |               |                 |           |         |         |          |
| -   | 4/6        | \$2,818            | \$21,225                | \$150,000              | -\$128,775               | 20.0%            | \$30,000               | \$21,225<br>\$24,725                         | \$30,000               | \$8,775<br>\$10,275                              |                | \$120,000                     |                 |             |  |               |                 |           |         |         |          |
| 9   | 4/7        | \$2,446            | \$24,725                | \$150,000              | -\$125,275               | 25.5%            | \$40.000               | \$24,725<br>\$27,170                         | \$40.000               | \$12,830   |                | \$120,000                     |                 |             |  |               |                 |           |         |         | - 15     |
| 10  | 4/9        | \$8,273            | \$35,443                | \$150,000              | -\$114,557               | 30.0%            | \$45,000               | \$35,443                                     | \$45,000               | \$9,557  |                | \$100,000                     |                 |             | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | · • ·         |                 |           |         |         | - 15     |
| 11  | 4/10       | \$2,857            | \$38,301                | \$150,000              | -\$111,699               | 33.3%            | \$50,000               | \$38,301                                     | Avia Lab               |  |                | 2                             | $\sim$          |             |  |               |                 |           |         |         | - 15     |
| 12  | 4/11       | \$1,323            | \$39,623                | \$150,000              | -\$110,377               | 36.7%            | \$55,000               | \$39,623                                     | Axis Labe              | eis  |                | ľ                             | $^{\sim}$       |             |  |               |                 |           |         |         |          |
| 13  | 4/12       | \$12,421           | \$52,045                | \$150,000              | -\$97,955                | 40.0%            | \$60,000               | \$52,045                                     | Avis Jabel             | range:   |                |                               |                 |             | /                                      |               |                 |           |         |         | - 15     |
| 14  | 4/13       | \$6,308            | \$58,353                | \$150,000              | -\$91,647                | 43.3%            | \$65,000               | \$58,353<br>¢70,000                          |                        | range.   |                | •                             |                 |             |  |               |                 |           |         |         |          |
| 15  | 4/14       | \$11,928           | \$70,281                | \$150,000<br>\$150,000 | -\$79,719                | 40.7%            | \$75,000               | \$75,000                                     | ='Custom               | n Pacing Chart'!                                 | \$A\$2:\$A\$31 | <b><u>T</u></b> = 4/1, 4/2, 4 | 4/3,            | 200         |  |               |                 |           |         |         | -        |
| 17  | 4/16       | \$7,362            | \$90,916                | \$150,000              | -\$59,084                | 53.3%            | \$80,000               | \$80,000                                     |                        |  | 0              | K Cance                       | el              |             |  |               |                 |           |         |         |          |
| 18  | 4/17       | \$4,626            | \$95,542                | \$150,000              | -\$54,458                | 56.7%            | \$85,000               | \$85,000                                     |                        |  |                |                               |                 | 1/5 4/7 4/9 | 4/11 4/13 4/15 4/17 4/                 | /19 4/21 4/23 | 4/25 4/27 4/29  |           |         |         |          |
| 19  | 4/18       | \$1,128            | \$96,670                | \$150,000              | -\$53,330                | 60.0%            | \$90,000               | \$90,000                                     | \$96,670               |  | \$6,670        |                               | ,,,             | ,,,,,,,,    | 112 120 120 121 1                      | 10 1/21 1/20  | 125 127 125     |           |         |         |          |
| 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<br>\$150,000 | -                        | 73.3%            | \$105,000              | \$105,000                                    | \$105,000              |  | \$0<br>\$0     |                               |                 |             |  |               |                 |           |         |         |          |
| 24  | 4/23       |                    | _                       | \$150,000              | _                        | 76.7%            | \$115,000              | \$115,000                                    | \$115,000              |  | \$0<br>\$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<br>\$145,000 | \$140,000                                    | \$140,000<br>\$145,000 |  | \$0<br>\$0     |                               |                 |             |  |               |                 |           |         |         | -        |
| 511 | < >        | C                  | Custom Pacin            | g Chart                | Blank                    | -                | -                      |  |                        |  | ~~~            | -                             |                 |             |  |               |                 |           | ÷ (     |         |          |

#### Step 28: Add Series

| 🖬 🖪 9~  | C <sup>1</sup> ~ AutoSave Off<br><sup>™</sup>  | ⇒ 9. Custom Pacing C   | ✓ Search   | Leutrim Hoti 💮 🕀 — 🗇 🗙  |
|---|--|--|--|---|
| File Home   | Insert Page Layout For   | rmulas Data Review View  | Developer Help Chart Design Format   | 모 Comments 년 Share ~  |
| Paste<br>Clipboard  | B     I     U     ~     ▲       Font   | $\begin{vmatrix} A^{} & A^{} \\ & - \underline{A} \\ & \bullet \\ & - \underline{A} \\ & \bullet \\ & - \underline{A} \\ & - \underline{A}$ | ab<br>CCurrency       Currency       Image: Conditional Formatting ~         Image: Styles       S       %       Image: Styles         Image: Styles       Number       Styles   | Insert ▼       ∑ ▼       ∠ ▼       ∠ ↓       ↓         Image: Delete ▼       Image: Sort & Find & Find & Add-ins       Add-ins       Analyze Data         Format ▼       Cells       Editing       Add-ins       ✓  |
| A2 ~  | $\therefore f_x = MIN(C2,G2)$  | 2)   |  | ~   |
| A         B           2         4/1         \$2,8           3         4/2         \$9,2           4         4/3         \$2,7           5         4/4         \$2,1           6         4/5         \$1,4           7         4/6         \$2,8           8         4/7         \$3,5           9         4/8         \$2,4           10         4/9         \$8,2           11         4/10         \$2,8           12         4/11         \$1,3           13         4/12         \$12,2,4           14         4/13         \$6,3           15         4/14         \$11,9           16         4/15         \$13,2           17         4/16         \$7,33           18         4/17         \$4,6           19         4/18         \$1,1           20         4/19         \$2,4           21         4/20         \$2,8           22         4/21         24           23         4/22         \$2,8           24         4/23         \$2           25         4/24         \$2 | C         D           37         \$2,837         \$150,000         -\$14           81         \$12,118         \$150,000         -\$13           67         \$14,885         \$150,000         -\$13           22         \$17,007         \$150,000         -\$13           300         \$18,407         \$150,000         -\$13           322         \$17,007         \$150,000         -\$13           300         \$18,407         \$150,000         -\$13           300         \$24,725         \$150,000         -\$12           73         \$35,443         \$150,000         -\$11           57         \$38,301         \$150,000         -\$11           57         \$38,301         \$150,000         -\$11           57         \$38,353         \$150,000         -\$11           58         \$58,353         \$150,000         -\$91           28         \$70,281         \$150,000         -\$59           28         \$70,281         \$150,000         -\$56           62         \$99,916         \$150,000         -\$59           26         \$95,542         \$150,000         -\$50           28         \$96,670         \$150,000 | E         F         G         H           47,163 $3.3\%$ \$5,000         \$2,837           37,882 $6.7\%$ \$10,000         \$10,000           35,115         10.0%         Select Data Source           1,593         16.7%         Chart data range:  | I       J       K       L       M       N         \$5,000       \$2,163       \$2,118       \$2,118       \$2,118       \$2,118         applex to be displayed. If a new range is selected, it will replace all of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraint of the serie       Image: Constraint of the serie         Image: Constraint of the serie       Image: Constraintof the serie       Image: Constraintof the ser | 0       P       Q       R       S       T       U       V       W         ?       * |
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#### Step 29: Select Range, Press OK

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|  | J2   | ~ :  | $\times \checkmark f_x$   | =MIN(C   | 2,G2)   |   |  |  |  |   |   |  |   |        |   |                     |   |         |                 |         | ~ |
|  | А  | В  | С   | D  | E   | F   | G  | Н  | I.   | J   | К   |  | L M   | N      | I O P                                     | р Q                 | R   | S T     | U               | v w     |   |
| 1<br>2<br>3<br>3<br>4<br>4<br>5<br>6<br>6<br>7<br>7<br>8<br>8<br>9<br>9<br>9<br>10<br>11<br>12<br>13<br>13<br>13<br>13<br>13<br>13<br>13<br>13<br>13<br>13<br>13<br>13<br>13 | Jate           4/1           4/2           4/3           4/4           4/5           4/6           4/7           4/8           4/9           4/10           4/11           4/12           4/13           4/14           4/15           4/16           4/17           4/18           4/19           4/20           4/21           4/22           4/23           4/24           4/25           4/26           4/27           4/28           4/29 | \$2,837         \$9,281         \$2,767         \$2,122         \$1,400         \$2,818         \$3,500         \$2,446         \$8,273         \$2,446         \$8,273         \$12,421         \$6,308         \$11,928         \$13,273         \$7,362         \$4,626         \$1,128         \$2,481         \$2,818 | Cumulative Rev<br>\$2,837<br>\$12,118<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,281<br>\$83,554<br>\$90,916<br>\$95,542<br>\$96,670<br>\$99,151<br>\$101,969<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | Goal<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000 | Gap<br>-\$147,163<br>-\$137,882<br>-\$135,115<br>-\$132,993<br>-\$128,775<br>-\$125,275<br>-\$122,830<br>-\$114,557<br>-\$111,699<br>-\$110,377<br>-\$97,955<br>-\$91,647<br>-\$79,719<br>-\$66,446<br>-\$59,084<br>-\$54,458<br>-\$53,330<br>-\$50,849<br>-\$48,031<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | % of Month<br>3.3%<br>6.7%<br>10.0%<br>13.3%<br>16.7%<br>20.0%<br>23.3%<br>26.7%<br>30.0%<br>33.3%<br>36.7%<br>40.0%<br>43.3%<br>46.7%<br>50.0%<br>53.3%<br>56.7%<br>60.0%<br>63.3%<br>66.7%<br>70.0%<br>73.3%<br>76.7%<br>80.0%<br>83.3%<br>86.7%<br>90.0%<br>93.3%<br>96.7% | Target           \$5,000           \$10,000           \$10,000           \$20,000           \$20,000           \$20,000           \$20,000           \$30,000           \$35,000           \$40,000           \$40,000           \$40,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$60,000           \$60,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$50,000           \$100,000           \$110,000           \$115,000           \$135,000           \$140,000           \$140,000 | Lower<br>\$2,837<br>\$10,000<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,000<br>\$75,000<br>\$75,000<br>\$75,000<br>\$80,000<br>\$95,000<br>\$100,000<br>\$105,000<br>\$115,000<br>\$115,000<br>\$125,000<br>\$125,000<br>\$135,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$140,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,0000<br>\$100,0000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,00 | Upper           \$5,000           \$12,118           \$15,000           \$20,000           \$25,000           \$30,000           \$35,000           Edit Series           Series           all           ='Custon           Series           \$101,969           \$105,000           \$110,000           \$120,000           \$135,000           \$140,000           \$140,000 | S2,163<br>\$115<br>\$2,993<br>\$6,593<br>\$8,775<br>\$10,275<br>es<br>me:<br>n Pacing Chart'<br>lues:<br>n Pacing Chart'  | '!\$J\$1<br>'!\$J\$2:\$J\$2<br>\$1,969<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0 | r <u>get</u><br>8<br>21 <u>↑</u> =<br>OK | \$160,000<br>\$140,000<br>\$120,000<br>? ×<br>= Under Target<br>= \$2,163, \$0, \$1<br>Cancel |        | 4/9 4/11 4/13 4/15 4/17 4/                | /19 4/21 4/23 4/;   | 25 4/27 4/29  |         |                 |         |   |
|  | < >  | . (  | Custom Pacin  | g Chart  | Blank   | +   | -  |  |  |   |   |  |   |        |   |                     |   |         | ÷ (4            |         |   |

# Step 30: Edit Horizontal Axis

|    |                      | 19~ (                    | ┙ ∽ AutoSave        | 97 -                    | 9. Custo          | om Pacing C. | ~                             | _ ∕ s               | earch          |  |            |                                    |                   | Leutrim Ho  | nti 🍈 🔿   | _                     |                    |           |
|----|----------------------|--------------------------|---------------------|-------------------------|-------------------|--------------|-------------------------------|---------------------|----------------|--|------------|------------------------------------|-------------------|---|---|-----------------------|--------------------|-----------|
|    | File                 | Home                     | Insert Pag          | e Layout                | Formula           | as Data      | a Review                      | View                | Develop        | oer Help                                 | Chart      | Design Format                      | :                 |   |   |                       | Comments           | d Share ~ |
|    | Paste<br>V<br>Clipbo | X<br>□⊇ ~<br>≪<br>aard ⊑ | В <i>I</i> <u>U</u> | ~ │ <u></u> ~ │<br>Font | ~ A^              | A× =         | = = <u>=</u><br>= = =<br>Alic |                     | ab<br>C€<br>▼  | Currency<br>\$ ~ %<br>€.00 .00<br>Number | • •        | E Conditional Fo<br>Format as Tabl | e <b>~</b>        | <ul> <li>Insert ✓</li> <li>Delete ✓</li> <li>Format ✓</li> <li>Cells</li> </ul> | $\sum_{i=1}^{n} A_{i} + \sum_{j=1}^{n} A_{j} + \sum_{j$ | nd & Add-ir<br>lect ~ | ns Analyze<br>Data | ~         |
|    |                      |                          | V. L. f.            |                         |                   |              |                               |                     |                |  |            | ,                                  |                   |   | 5   |                       |                    |           |
|    |                      | ~ :                      | $\land \lor Jx$     |                         | 52,62)            |              |                               |                     |                |  |            |                                    |                   |   |   |                       |                    | ~         |
| 4  | A                    | В                        | C                   | D                       | E                 | F            | G                             | н                   |                | J  | K          | . L                                | M N               | 0 F   | Q R   | S T                   | U                  | V W       |
| 1  | Date                 | \$2,837                  | Cumulative Rev      | Goal<br>\$150.000       | Gap<br>-\$147 163 | 3 3%         | h Target                      | ¢2 837              | S5 000         | S2 163                                   | Over Ta    | rget                               |                   |   |   |                       |                    |           |
| 3  | 4/2                  | \$9.281                  | \$12.118            | \$150,000               | -\$137.882        | 6.7%         | \$3,000                       | 92,007              |                | <i>Ş</i> 2,100                           |            |                                    |                   |   |   |                       |                    |           |
| 4  | 4/3                  | \$2,767                  | \$14,885            | \$150,000               | -\$135,115        | 10.0%        | Select Data S                 | Source              |                |  |            |                                    |                   | ? ×   |   |                       |                    |           |
| 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%        | Chart data r                  | ange                |                |  |            |                                    |                   | <b>†</b>  |   |                       |                    |           |
| 7  | 4/6                  | \$2,818                  | \$21,225            | \$150,000               | -\$128,775        | 20.0%        |                               | ange.               |                |  |            |                                    |                   |   |   |                       |                    |           |
| 8  | 4/7                  | \$3,500                  | \$24,725            | \$150,000               | -\$125,275        | 23.3%        | The data range                | e is too com        | plex to be dis | splayed. If a new                        | / range is | selected, it will replace          | all of the series | in the Series panel.  |   |                       |                    |           |
| 9  | 4/8                  | \$2,446                  | \$27,170            | \$150,000               | -\$122,830        | 26.7%        |                               |                     | 6              |  | witch Ro   | w/Column                           |                   |   | ~   |                       |                    |           |
| 10 | 4/9                  | \$8,273                  | \$35,443            | \$150,000               | -\$114,557        | 30.0%        |                               |                     | J L            |  |            |                                    | J L               |   |   |                       |                    |           |
| 11 | 4/10                 | \$2,857                  | \$38,301            | \$150,000               | -\$111,699        | 33.3%        |                               |                     | $\sim$         |  |            |                                    | ~                 |   |   |                       |                    |           |
| 12 | 4/11                 | \$1,323                  | \$39,623            | \$150,000               | -\$110,377        | 36.7% l      | egend Entries                 | s ( <u>S</u> eries) |                |  |            | lorizontal (Category) A            | xis Labels        |   |   |                       |                    |           |
| 13 | 4/12                 | \$12,421                 | \$52,045            | \$150,000               | -\$97,955         | 40.0%        | t Add                         | E E C               | dit 🗙          | Remove 🔨                                 | $\sim$     | Edit                               |                   |   |   |                       |                    |           |
| 14 | 4/13                 | \$6,308                  | \$58,353            | \$150,000               | -\$91,647         | 43.3%        |                               |                     |                |  |            |                                    |                   |   |   |                       |                    |           |
| 15 | 4/14                 | \$11,928                 | \$70,201            | \$150,000               | -\$75,715         | 50.0%        | ✓ Goal                        |                     |                |  |            | ✓ 1                                |                   | ^   |   |                       |                    |           |
| 10 | 4/15                 | \$7.362                  | \$90,916            | \$150,000               | -\$59.084         | 53.3%        |                               |                     |                |  |            | ~ 2                                |                   |   |   |                       |                    |           |
| 18 | 4/17                 | \$4,626                  | \$95,542            | \$150.000               | -\$54,458         | 56.7%        | ✓ Target                      |                     |                |  |            | · ·                                |                   |   |   |                       |                    |           |
| 19 | 4/18                 | \$1,128                  | \$96,670            | \$150,000               | -\$53,330         | 60.0%        | Cumul                         | lative Rev          |                |  |            | ✓ 3                                |                   |   | 9 4/21 4/23 4/25 4/27 4/29  |                       |                    |           |
| 20 | 4/19                 | \$2,481                  | \$99,151            | \$150,000               | -\$50,849         | 63.3%        |                               |                     |                |  |            | ✓ 4                                |                   |   |   |                       |                    |           |
| 21 | 4/20                 | \$2,818                  | \$101,969           | \$150,000               | -\$48,031         | 66.7%        | Lower                         |                     |                | •  |            |                                    |                   |   |   |                       |                    |           |
| 22 | 4/21                 |                          | -                   | \$150,000               | -                 | 70.0%        | <ul> <li>Under</li> </ul>     | Target              |                |  |            | ✓ 5                                |                   | ~   |   |                       |                    |           |
| 23 | 4/22                 |                          | -                   | \$150,000               | -                 | 73.3%        |                               |                     |                |  |            |                                    |                   |   |   |                       |                    |           |
| 24 | 4/23                 |                          | -                   | \$150,000               | -                 | 76.7%        | Hiddon and I                  | Empty Colle         |                |  |            |                                    | OK                | Cancol  |   |                       |                    |           |
| 25 | 4/24                 |                          | -                   | \$150,000               | -                 | 80.0%        | Huden and I                   | empty cells         |                |  |            |                                    | UK                | Cancer  |   |                       |                    |           |
| 26 | 4/25                 |                          | -                   | \$150,000               | -                 | 83.3%        | ¢120,000                      | ¢120,000            | \$120,000      |  | ¢.         |                                    |                   |   | _   |                       |                    |           |
| 27 | 4/26                 |                          | -                   | \$150,000               | -                 | 86.7%        | \$130,000                     | \$130,000           | \$130,000      |  | \$0<br>\$0 |                                    |                   |   |   |                       |                    |           |
| 28 | 4/2/                 |                          |                     | \$150,000               | -                 | 90.0%        | \$135,000                     | \$135,000           | \$135,000      |  | \$0<br>¢0  |                                    |                   |   |   |                       |                    |           |
| 29 | 4/28                 |                          |                     | \$150,000               | -                 | 96.7%        | \$140,000                     | \$140,000           | \$140,000      |  | 90<br>\$0  |                                    |                   |   |   |                       |                    |           |
|    | < >                  |                          | Custom Paci         | ng Chart                | Blank             |              | +                             |                     |                |  |            |                                    |                   |   |   |                       | Ξ.                 |           |

#### Step 31: Select Range, Press OK

|    |                   | I I I V → Q → AutoSave Off I Z → 9. Custom Pacing C → |                         |                        |                          |                  |                      |                        | ,∕ Se                | arch                      |                         |                |                 |                  |             |                          |               | Leutrim             | Hoti 🔞   | $\bigcirc$ | _       | o ×     | ( |
|----|-------------------|---|-------------------------|------------------------|--------------------------|------------------|----------------------|------------------------|----------------------|---------------------------|-------------------------|----------------|-----------------|------------------|-------------|--------------------------|---------------|---------------------|----------|------------|---------|---------|---|
|    | File              | Home  | Insert Page             | e Layout               | Formula                  | is Data          | Review               | View                   | Develope             | er Help                   | Chart D                 | esign F        | Forma           | t                |             |                          |               |                     |          | Cor        | mments  | d Share |   |
|    | <b>L</b><br>Paste | X<br>[∎ ~   | BIUN                    |                        | ~ A^                     | A <sup>×</sup> = |                      |                        | ab<br>c₹             | Currency<br>\$~%          | > E                     | Conditi        | onal Fo         | ormattir<br>le ~ | ng ~        | ∰ Insert ~<br>₩ Delete ~ | ∑ ~<br>↓ ~    | A<br>Z<br>Sort &    | Find &   | Add-ins    | Analyze |         |   |
|    | Clipboa           | rd 🔽  | _                       | Font                   |                          |                  | — —<br>Alic          | nment                  |                      | .00 .00<br>.00 →.0 Number | R.                      | 🖉 Cell Styl    | les ~<br>Styles |                  |             | Format ~                 | <u>م</u>      | Filter ∽<br>Editing | Select ¥ | Add-ins    | Data    | ~       | , |
|    | A2                | ~ :   | $\times \checkmark f_x$ | =MIN(                  | C2.G2)                   |                  |                      | ,                      |                      |                           |                         |                | bijies          |                  |             | 0010                     |               | Lating              |          |            |         |         | 5 |
|    | Α                 | В   | c                       | D                      | Е                        | F                | G                    | Н                      | I                    | J                         | К                       | L              |                 | м                | N           | 0                        | Р             | Q                   | R S      | т          | U       | v w     |   |
| 1  | Date              | Revenue   | Cumulative Rev          | Goal                   | Gap                      | % of Month       | Target               | Lower                  | Upper                | Under Target              | Over Target             | t              |                 |                  |             |                          |               |                     |          |            |         |         |   |
| 2  | 4/1               | \$2,837   | \$2,837                 | \$150,000              | -\$147,163               | 3.3%             | \$5,000              | \$2,837                | \$5,000              | \$2,163                   | 62.440                  |                |                 |                  |             |                          |               |                     |          |            |         |         |   |
| 3  | 4/2               | \$9,281   | \$12,118                | \$150,000<br>\$150,000 | -\$137,882<br>-\$135,115 | 6.7%<br>10.0%    | \$10,000             | \$10,000               | \$12,118             | \$115                     | \$2,118                 |                |                 |                  |             |                          |               |                     |          |            |         |         |   |
| 5  | 4/4               | \$2,122   | \$17,007                | \$150,000              | -\$132,993               | 13.3%            | \$20,000             | \$17,007               | \$20,000             | \$2,993                   |                         | Ş              | \$160,000       |                  |             |                          |               |                     |          |            |         |         |   |
| 6  | 4/5               | \$1,400   | \$18,407                | \$150,000              | -\$131,593               | 16.7%            | \$25,000             | \$18,407               | \$25,000             | \$6,593                   |                         |                | \$1.40.000      |                  |             |                          |               |                     | -        |            |         |         |   |
| 7  | 4/6               | \$2,818   | \$21,225                | \$150,000              | -\$128,775               | 20.0%            | \$30,000             | \$21,225               | \$30,000             | \$8,775                   |                         | Ý              | ,000            |                  |             |                          |               |                     |          |            |         |         |   |
| 8  | 4/7               | \$3,500   | \$24,725                | \$150,000              | -\$125,275               | 23.3%            | \$35,000             | \$24,725               | \$35,000             | \$10,275                  |                         | Ş              | \$120,000       |                  |             |                          | /             |                     |          |            |         |         |   |
| 9  | 4/8               | \$2,446<br>\$2,72                                     | \$27,170                | \$150,000<br>\$150,000 | -\$122,830<br>\$114,557  | 26.7%            | \$40,000<br>\$45,000 | \$27,170<br>\$25,442   | \$40,000<br>\$45,000 | \$12,830<br>\$9.557       |                         | \$             | \$100,000       |                  |             | ~                        |               |                     |          |            |         |         |   |
| 10 | 4/3               | \$2,857   | \$38,301                | \$150,000              | -\$114,557               | 33.3%            | \$50,000             | \$38,301               | \$45,000             | <u>_</u>                  |                         |                | -               |                  |             | Sec.                     |               |                     |          |            |         |         |   |
| 12 | 4/11              | \$1,323   | \$39,623                | \$150,000              | -\$110,377               | 36.7%            | \$55,000             | \$39,623               | Axis Labe            | els                       |                         |                | ?               | $\times$         |             |                          |               |                     |          |            |         |         |   |
| 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               | <u>A</u> xis label i | range:                    |                         |                |                 |                  |             |                          |               |                     |          |            |         |         |   |
| 15 | 4/14              | \$11,928  | \$70,281                | \$150,000              | -\$79,719                | 46.7%            | \$70,000             | \$70,000               | ='Custom             | Pacing Chart'!            | \$A <u>\$2:\$A</u> \$31 | <u>1 1 = 4</u> | 4/1, 4/2,       | , 4/3,           | 1.          |                          |               |                     |          |            |         |         | • |
| 16 | 4/15              | \$13,2/3  | \$83,554                | \$150,000              | -\$66,446                | 50.0%            | \$75,000             | \$75,000               |                      |                           |                         |                | Can             | col              |             | $\sim$                   |               |                     |          |            |         |         |   |
| 18 | 4/10              | \$4,626   | \$95.542                | \$150,000              | -\$54,458                | 56.7%            | \$85,000             | \$85,000               |                      | _                         |                         |                | Can             | Cei              |             |                          | - / / /-      | / / /               | _        |            |         |         |   |
| 19 | 4/18              | \$1,128   | \$96,670                | \$150,000              | -\$53,330                | 60.0%            | \$90,000             | \$90,000               | \$96,670             |                           | \$6,670                 |                |                 |                  | H/5 4// 4/9 | 9 4/11 4/13 4/15 4/17    | 4/19 4/21 4/2 | 3 4/25 4/27 4/2     | 9        |            |         |         |   |
| 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<br>\$115,000 | \$110,000            |                           | \$0<br>\$0              |                |                 |                  |             |                          |               |                     |          |            |         |         |   |
| 24 | 4/23              |   |                         | \$150,000              | -                        | 80.0%            | \$120,000            | \$120,000              | \$120,000            |                           | \$0<br>\$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                     |                |                 |                  |             |                          |               |                     |          |            |         |         | - |
| 50 | < >               |   | Custom Pacir            | ng Chart               | Blank                    | 96.7%            | \$1/15,000 I         | \$1/15 000             | \$1/15 000           |                           | 92                      |                |                 |                  |             |                          |               |                     |          |            | E (4    |         |   |

#### Step 32: Add Series

| × (  | 1 9 · (   | AutoSave Off  | 07 -  | 9. Custom   | n Pacing C.  | ~   | ,∕ S€   | earch                                   |   |  |   |   | L  | eutrim Hoti 🛛 👘                          | $\bigcirc$ | _               | o x       |
|--|---|---|---|---|--|---|---|---|---|--|---|---|--|--|------------|-----------------|-----------|
| File   | Home  | Insert Page Layout  | Formula   | s Data  | Review   | v View  | Develop   | er Help                                 | Chart D                                 | Design Forma   | at  |   |  |  | Cor        | mments          | 🖻 Share > |
| Paste<br>Clipbo  | X<br>□ v<br>V<br>pard S   |   | → A^<br>→ <u>A</u> → <u>A</u>   | A <sup>×</sup> =  |  |   | ab<br>t   | Currency<br>\$ ~ %<br>∴00 .00<br>Number | )<br>)<br>[3                            | E Conditional F<br>Format as Tab<br>Cell Styles ~<br>Styles  | ormatting ¥<br>ble ¥  | <ul> <li>Insert →</li> <li>Delete →</li> <li>Format →</li> <li>Cells</li> </ul> | $\sum_{i=1}^{n} \cdot \frac{A_{i}}{Z}$ $\downarrow \cdot \frac{A_{i}}{Sc}$ $\downarrow $ | ort & Find &<br>ter ~ Select ~<br>diting | Add-ins    | Analyze<br>Data | ~         |
| A2   | ~   | $\times \checkmark f_x$ =MIN  | (C2,G2)   |   |  |   |   |   |   |  |   |   |  |  |            |                 | ~         |
| A           2         4/1           3         4/2           4         4/3           5         4/4           6         4/5           7         4/6           8         4/7           9         4/8           10         4/9           11         4/10           12         4/11           13         4/12           14         4/13           15         4/14           16         4/15           17         4/16           18         4/17           19         4/18           20         4/19           21         4/20           22         4/21           23         4/22           24         4/23           25         4/24           26         4/25           27         4/26           28         4/27           29         4/28           30         4/29           31         4/30 | B<br>\$2,837<br>\$9,281<br>\$2,767<br>\$2,122<br>\$1,400<br>\$2,818<br>\$3,500<br>\$2,446<br>\$8,273<br>\$1,323<br>\$12,421<br>\$6,308<br>\$11,928<br>\$13,273<br>\$7,362<br>\$4,626<br>\$1,128<br>\$2,481<br>\$2,818 | C         D           \$2,837         \$150,00           \$12,118         \$150,00           \$12,118         \$150,000           \$14,885         \$150,000           \$17,007         \$150,000           \$24,725         \$150,000           \$24,725         \$150,000           \$24,725         \$150,000           \$24,725         \$150,000           \$35,443         \$150,000           \$38,301         \$150,000           \$39,623         \$150,000           \$52,045         \$150,000           \$52,045         \$150,000           \$58,353         \$150,000           \$90,916         \$150,000           \$90,916         \$150,000           \$99,9151         \$150,000           \$99,9151         \$150,000           \$99,9151         \$150,000           \$101,969         \$150,000           \$150,000         \$150,000           \$150,000         \$150,000           \$150,000         \$150,000           \$150,000         \$150,000           \$150,000         \$150,000           \$150,000         \$150,000           \$150,000         \$150,000 <t< td=""><td>E           0         -\$147,163           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$132,993           0         -\$125,275           0         -\$122,830           0         -\$111,699           0         -\$111,697           0         -\$111,6377           0         -\$97,955           0         -\$93,955           0         -\$91,647           0         -\$59,084           0         -\$53,330           0         -\$50,849           0         -\$50,849           0         -\$10           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0</td></t<> <td>F<br/>3.3%<br/>6.7%<br/>10.0%<br/>13.3%<br/>16.7°<br/>20.0<br/>23.3%<br/>26.7%<br/>30.0%<br/>33.3%<br/>36.7%<br/>40.0%<br/>43.3%<br/>46.7%<br/>50.0%<br/>53.3%<br/>56.7%<br/>60.0%<br/>63.3%<br/>66.7%<br/>70.0%<br/>73.3%<br/>76.7%<br/>80.0%<br/>83.3%<br/>86.7%<br/>90.0%<br/>93.3%<br/>96.7%<br/>100.0%</td> <td>G<br/>\$5,000<br/>\$10,000<br/>\$20,000<br/>\$25,000<br/>\$30,000<br/>\$5,000<br/>\$5,000<br/>\$55,000<br/>\$65,000<br/>\$65,000<br/>\$70,000<br/>\$75,000<br/>\$80,000<br/>\$85,000<br/>\$30,000<br/>\$10,000<br/>\$115,000<br/>\$115,000<br/>\$115,000<br/>\$125,000<br/>\$125,000<br/>\$135,000<br/>\$135,000<br/>\$140,000<br/>\$145,000<br/>\$150,000</td> <td>H<br/>\$2,837<br/>\$10,000<br/>Select Da<br/>Chart da<br/>The data ra<br/>Legend En<br/>da<br/>Chart da<br/>Chart da<br/>The data ra<br/>Chart da<br/>Chart da<br/>Cha</td> <td>I<br/>\$5,000<br/>\$12,118<br/>Ita Source<br/>Ita range:<br/>ange is too co<br/>tries (Series)<br/>Id<br/>F<br/>and<br/>rget<br/>and Empty Ce<br/>\$135,000<br/>\$140,000<br/>\$145,000<br/>\$145,000<br/>\$150,000</td> <td>\$2,163</td> <td>K<br/>\$2,118<br/>splayed. If a<br/>Remove</td> <td>a new range is select<br/>The select sel</td> <td>M N<br/>tted, it will replace<br/>lumn<br/>ontal (Category)<br/>Edit<br/>4/1<br/>4/2<br/>4/3<br/>4/4<br/>4/5</td> <td>a o<br/>the all of the series in the<br/>Axis Labels<br/>OK</td> <td>P Q ? × Implementary constraints and the series panel.</td> <td>R S</td> <td>Т</td> <td>U</td> <td></td> | E           0         -\$147,163           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$137,882           0         -\$132,993           0         -\$125,275           0         -\$122,830           0         -\$111,699           0         -\$111,697           0         -\$111,6377           0         -\$97,955           0         -\$93,955           0         -\$91,647           0         -\$59,084           0         -\$53,330           0         -\$50,849           0         -\$50,849           0         -\$10           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0         -           0 | F<br>3.3%<br>6.7%<br>10.0%<br>13.3%<br>16.7°<br>20.0<br>23.3%<br>26.7%<br>30.0%<br>33.3%<br>36.7%<br>40.0%<br>43.3%<br>46.7%<br>50.0%<br>53.3%<br>56.7%<br>60.0%<br>63.3%<br>66.7%<br>70.0%<br>73.3%<br>76.7%<br>80.0%<br>83.3%<br>86.7%<br>90.0%<br>93.3%<br>96.7%<br>100.0% | G<br>\$5,000<br>\$10,000<br>\$20,000<br>\$25,000<br>\$30,000<br>\$5,000<br>\$5,000<br>\$55,000<br>\$65,000<br>\$65,000<br>\$70,000<br>\$75,000<br>\$80,000<br>\$85,000<br>\$30,000<br>\$10,000<br>\$115,000<br>\$115,000<br>\$115,000<br>\$125,000<br>\$125,000<br>\$135,000<br>\$135,000<br>\$140,000<br>\$145,000<br>\$150,000 | H<br>\$2,837<br>\$10,000<br>Select Da<br>Chart da<br>The data ra<br>Legend En<br>da<br>Chart da<br>Chart da<br>The data ra<br>Chart da<br>Chart da<br>Cha | I<br>\$5,000<br>\$12,118<br>Ita Source<br>Ita range:<br>ange is too co<br>tries (Series)<br>Id<br>F<br>and<br>rget<br>and Empty Ce<br>\$135,000<br>\$140,000<br>\$145,000<br>\$145,000<br>\$150,000 | \$2,163                                 | K<br>\$2,118<br>splayed. If a<br>Remove | a new range is select<br>The select sel | M N<br>tted, it will replace<br>lumn<br>ontal (Category)<br>Edit<br>4/1<br>4/2<br>4/3<br>4/4<br>4/5 | a o<br>the all of the series in the<br>Axis Labels<br>OK                        | P Q ? × Implementary constraints and the series panel.   | R S                                      | Т          | U               |           |
| <  | >   | Custom Pacing Char  | t Blank   | +   | -  |   |   |   |   |  |   |   |  |  |            | E (4            |           |

#### Step 33: Select Range, Press OK

|    |                   | ☐                  |                              |                        |               |            |                        |                      | , Se              | arch   |                |        |                              |                |   | Le                                    | eutrim Hoti 🛛 🍯 | •       | _       | D       | × |
|----|-------------------|--------------------|------------------------------|------------------------|---------------|------------|------------------------|----------------------|-------------------|--|----------------|--------|------------------------------|----------------|---|---------------------------------------|-----------------|---------|---------|---------|---|
|    | File              | Home               | Insert Page                  | e Layout               | Formula       | as Data    | Reviev                 | v View               | Develope          | er Help  | Chart          | Design | Format                       |                |   |                                       |                 | Cor     | mments  | 🖻 Share | × |
|    | Paste             | X<br>[] ~          | <b>в</b> <i>I</i> <u>U</u> . | -<br>                  | ~ A^<br>& ~ A | A` =       | = =                    | - <b>≫</b> •<br>     | ab<br>c⊋          | Currency $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ | ~<br>9         | E Cond | litional Form<br>at as Table | natting ~<br>~ | ∰ Insert ~<br>₩ Delete ~  | Σ · A<br>Z<br>So                      | rt & Find &     | Add-ins | Analyze |         |   |
|    | Clipbo            | ard 🖬              |                              | Font                   |               |            | Ali                    | ignment              |                   | .00 →0<br>Number                                 |                | Cell S | styles ∽<br>Styles           |                | Cells   | Ed                                    | liting          | Add-ins | Dala    |         | ~ |
| I  | K2                | ~ :                | $\times \checkmark f_x$      | =MIN(C                 | C2,G2)        |            |                        |                      |                   |  |                |        |                              |                |   |                                       |                 |         |         |         | ~ |
|    | А                 | В                  | С                            | D                      | E             | F          | G                      | Н                    | 1                 | J  | к              |        | L                            | м              | N O F   | Q                                     | R               | S T     | U       | v v     | N |
| 1  | Date              | Revenue            | Cumulative Rev               | Goal                   | Gap           | % of Month | Target                 | Lower                | Upper             | Under Target                                     | Over Targ      | get    | _                            |                |   |                                       |                 |         | _       |         |   |
| 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<br>\$2,122 | \$14,885                     | \$150,000              | -\$135,115    | 10.0%      | \$15,000<br>\$20,000   | \$14,885<br>\$17,007 | \$15,000          | \$115  |                |        | \$1.60.000                   |                |   |                                       |                 |         |         |         |   |
| 6  | 4/4               | \$2,122            | \$17,007                     | \$150,000              | -\$131,593    | 15.5%      | \$20,000               | \$17,007             | \$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  |                |        | \$140,000                    |                |   |                                       |                 |         |         |         |   |
| 8  | 4/7               | \$3,500            | \$24,725                     | \$150,000              | -\$125,275    | 23.3%      | \$35,000               | \$24,725             | \$35,000          | \$10,275   |                |        | \$120,000                    |                |   |                                       |                 |         |         |         |   |
| 9  | 4/8               | \$2,446            | \$27,170                     | \$150,000              | -\$122,830    | 26.7%      | \$40,000               | \$27,170             | Edit Soria        |  |                | _      | 2                            | $\sim$         |   | ~                                     |                 |         |         |         |   |
| 10 | 4/9               | \$8,273            | \$35,443                     | \$150,000              | -\$114,557    | 30.0%      | \$45,000               | \$35,443             | Edit Serie        | S  |                |        | : .                          | ^              | and the second se | · · · · · · · · · · · · · · · · · · · |                 |         |         |         |   |
| 11 | 4/10              | \$2,857<br>\$1,222 | \$38,301                     | \$150,000              | -\$111,699    | 33.3%      | \$50,000<br>\$55.000   | \$38,301<br>\$30,633 | Series nam        | 1e'  |                |        |                              |                | ľ   |                                       |                 |         |         |         |   |
| 12 | 4/11              | \$1,323            | \$52.045                     | \$150,000              | -\$110,377    | 40.0%      | \$53,000               | \$52.045             | Jenes <u>H</u> um |  |                |        |                              |                |   |                                       |                 |         |         |         |   |
| 14 | 4/13              | \$6,308            | \$58,353                     | \$150,000              | -\$91,647     | 43.3%      | \$65,000               | \$58,353             | ='Custom          | Pacing Chart'                                    | !\$K\$1        | Ţ      | = Over Targe                 | t              | 11  |                                       |                 |         |         |         |   |
| 15 | 4/14              | \$11,928           | \$70,281                     | \$150,000              | -\$79,719     | 46.7%      | \$70,000               | \$70,000             | Series valu       | es:  |                |        |                              | 1              |   |                                       |                 |         |         |         | U |
| 16 | 4/15              | \$13,273           | \$83,554                     | \$150,000              | -\$66,446     | 50.0%      | \$75,000               | \$75,000             | ='Custom          | Pacing Chart'                                    | 14440.444      | 21 🔶 . | - ¢0 ¢2 110                  | ¢0             |   |                                       |                 |         |         |         |   |
| 17 | 4/16              | \$7,362            | \$90,916                     | \$150,000              | -\$59,084     | 53.3%      | \$80,000               | \$80,000             | - Custom          | Pacing Chart                                     | : \$K\$2.\$K\$ | 21 💻 . | – əu, əz,110,                | \$0            | $\sim$  | <u> </u>                              |                 |         |         |         |   |
| 18 | 4/17              | \$4,626            | \$95,542                     | \$150,000              | -\$54,458     | 56.7%      | \$85,000               | \$85,000             |                   |  |                | OK     | Cancel                       | 4/5 4/7        | 7 4/9 4/11 4/13 4/15 4/17 4   | /19 4/21 4/23 4/25 4                  | 4/27 4/29       |         |         |         |   |
| 20 | 4/18              | \$2,481            | \$99,151                     | \$150,000              | -\$55,550     | 63.3%      | \$95,000               | \$95,000             |                   |  |                | UK     | Cancer                       |                |   |                                       |                 |         |         |         |   |
| 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<br>\$150,000 | -             | 80.0%      | \$120,000<br>\$125,000 | \$120,000            | \$120,000         |  | \$0<br>\$0     |        |                              |                |   |                                       |                 |         |         |         |   |
| 20 | 4/25              |                    | -                            | \$150,000              | -             | 86.7%      | \$130.000              | \$130,000            | \$130.000         |  | \$0<br>\$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 | 1/29              |                    |                              | \$150.000              | -             | 96 7%      | \$1/15 000             | \$1/15 000           | \$1/15 000        |  | Śn             |        |                              |                |   |                                       |                 |         |         |         |   |
|    | $\langle \rangle$ |                    | Custom Pacir                 | ng Chart               | Blank         | -          | -                      |                      |                   |  |                |        |                              |                |   |                                       |                 |         | E . ●   |         | • |

# Step 34: Edit Horizontal Axis

| 1    | ×       | 5.0                | └ ~ AutoSave            | 9. Custor  | n Pacing C | v             | ,∕ S€                  | earch              |                       |                        |                |                              |   |           | Leutrim Hoti 🦸   | ۰ 🔇         | _  | 0       | ×               |         |        |
|------|---------|--------------------|-------------------------|------------|------------|---------------|------------------------|--------------------|-----------------------|------------------------|----------------|------------------------------|---|-----------|--|-------------|--|---------|-----------------|---------|--------|
|      | File    | Home               | Insert Page             | e Layout   | Formula    | as Data       | Review                 | v View             | Develop               | er Help                | Char           | t Design                     | Format  |           |  |             |  |         | omments         | 🖻 Share | ~      |
|      | Paste   | X<br>[⊒ ~<br>≪≪    | BI <u>U</u> 、           | ~<br>  ⊞ • | ~ A^       | A` =          |                        | - ≫ •              | eb<br>€₽<br>►         | Currency<br>\$ ~ %<br> | >              | 🔛 Cond<br>😿 Form<br>😿 Cell S | itional Formattin<br>at as Table ~<br>tyles ~ | ng Y      | <ul> <li>Insert →</li> <li>Delete →</li> <li>Format →</li> </ul> | ∑ ~<br>↓ ~  | A<br>Z<br>Sort & Find &<br>Filter * Select * | Add-ins | Analyze<br>Data |         |        |
|      | Clipboa | ard 🔽              |                         | Font       |            |               | Ali                    | ignment            | N                     | Number                 | Γ <u>υ</u>     |                              | Styles  |           | Cells  |             | Editing                                      | Add-ins |                 |         | ~      |
| K    | 2       | ~ :                | $\times \checkmark f_x$ | =MIN(      | C2,G2)     |               |                        |                    |                       |                        |                |                              |   |           |  |             |  |         |                 |         | $\sim$ |
|      | А       | В                  | С                       | D          | E          | F             | G                      | Н                  | I.                    | J                      | К              |                              | L M   | N         | 0  | Р           | Q R  | S T     | U               | v v     | N 🔺    |
| 1    | Date    | Revenue            | Cumulative Rev          | Goal       | Gap        | % of Month    | Target                 | Lower              | Upper                 | Under Target           | Over Ta        | rget                         |   |           |  |             |  |         |                 |         |        |
| 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<br>\$2,767 | \$12,118                | \$150,000  | -\$137,882 | 6.7%<br>10.0% | \$10,000<br>\$15,000   | Select Data        | Source                |                        |                |                              |   |           |  | ?           | ×  |         |                 |         |        |
| - 4  | 4/3     | \$2,107            | \$17,007                | \$150,000  | -\$132,993 | 13.3%         | \$20,000               | Beleer Build       | . Dource              |                        |                |                              |   |           |  | ·           |  |         |                 |         | - 82   |
| 6    | 4/5     | \$1,400            | \$18,407                | \$150,000  | -\$131,593 | 16.7%         | \$25,000               | Chart data         | range                 |                        |                |                              |   |           |  |             | 1  |         |                 |         | - 82   |
| 7    | 4/6     | \$2,818            | \$21,225                | \$150,000  | -\$128,775 | 20.0%         | \$30,000               | Chart <u>u</u> ata | i range.              |                        |                | -                            |   |           |  |             | -  |         |                 |         | - 82   |
| 8    | 4/7     | \$3,500            | \$24,725                | \$150,000  | -\$125,275 | 23.3%         | \$35,000               | The data ran       | ge is too co          | omplex to be di        | splayed.       | If a new rang                | e is selected, it will                        | I replace | all of the series in the   | ne Series p | oanel.                                       |         |                 |         |        |
| 9    | 4/8     | \$2,446            | \$27,170                | \$150,000  | -\$122,830 | 26.7%         | \$40,000               |                    |                       | 6                      |                | Switch                       | Row/Column                                    |           |  |             |  |         |                 |         |        |
| 10   | 4/9     | \$8,273            | \$35,443                | \$150,000  | -\$114,557 | 30.0%         | \$45,000               |                    |                       |                        |                |                              |   |           |  |             |  |         |                 |         | - 82   |
| 11   | 4/10    | \$2,857            | \$38,301                | \$150,000  | -\$111,699 | 33.3%         | \$50,000               | Logond Entri       | ion (Corion)          | ~                      |                |                              | Harizontal (Cat                               |           | via Labela   |             |  |         |                 |         |        |
| 12   | 4/11    | \$1,323            | \$39,623                | \$150,000  | -\$110,377 | 30.7%         | \$55,000<br>\$60,000   | Legend Entri       | les ( <u>s</u> eries) | -                      |                |                              |   | Edory) A  |  |             |  |         |                 |         | - 82   |
| 14   | 4/12    | \$6,308            | \$58,353                | \$150,000  | -\$91.647  | 43.3%         | \$65,000               | <u>add</u>         |                       | Edit 🛛 🗙               | <u>R</u> emove | e 🔨 🗸                        | Edi <u>t</u>                                  |           |  |             |  |         |                 |         | - 82   |
| 15   | 4/14    | \$11,928           | \$70,281                | \$150,000  | -\$79,719  | 46.7%         | \$70,000               |                    |                       |                        |                |                              |   |           |  |             | <b>A</b>                                     |         |                 |         |        |
| 16   | 4/15    | \$13,273           | \$83,554                | \$150,000  | -\$66,446  | 50.0%         | \$75,000               | Goal               |                       |                        |                |                              |   |           |  |             |  |         |                 |         |        |
| 17   | 4/16    | \$7,362            | \$90,916                | \$150,000  | -\$59,084  | 53.3%         | \$80,000               | Targ               | et                    |                        |                |                              | 2   |           |  |             |  |         |                 |         |        |
| 18   | 4/17    | \$4,626            | \$95,542                | \$150,000  | -\$54,458  | 56.7%         | \$85,000               |                    |                       |                        |                |                              | 23  |           |  |             | 7 4/29                                       |         |                 |         |        |
| 19   | 4/18    | \$1,128            | \$96,670                | \$150,000  | -\$53,330  | 60.0%         | \$90,000               | Cum                | iulative Rev          | r                      |                |                              |   |           |  |             |  |         |                 |         |        |
| 20   | 4/19    | \$2,481            | \$99,151                | \$150,000  | -\$50,849  | 63.3%         | \$95,000               | Lowe               | er                    |                        |                |                              | 4   |           |  |             |  |         |                 |         |        |
| 21   | 4/20    | \$2,818            | \$101,969               | \$150,000  | -\$48,031  | 70.0%         | \$100,000<br>\$105,000 |                    | er Target             |                        |                |                              | 5   |           |  |             |  |         |                 |         |        |
| 22   | 4/21    |                    |                         | \$150,000  | -          | 73.3%         | \$105,000              |                    | er larget             |                        |                | ~                            |   |           |  |             |  |         |                 |         |        |
| 24   | 4/23    |                    |                         | \$150,000  | -          | 76.7%         | \$115,000              |                    |                       |                        |                |                              |   |           |  |             |  |         |                 |         |        |
| 25   | 4/24    |                    | -                       | \$150,000  | -          | 80.0%         | \$120,000              | <u>H</u> idden and | d Empty Ce            | lls                    |                |                              |   |           | OK   | Cano        | cel  |         |                 |         |        |
| 26   | 4/25    |                    | -                       | \$150,000  | -          | 83.3%         | \$125,000              |                    | <i></i>               |                        | ψŪ             |                              |   |           |  |             |  |         |                 |         |        |
| 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<br>\$0     |                              |   |           |  |             |  |         |                 |         | -      |
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#### Step 35: Select Range, Press OK

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|   | Paste   | ¥<br>⊡ ~<br>≪  | <b>В</b> I <u>U</u> ,  | ·<br>-  | ~ A^   | A` ≡<br>• ≡  | = =  |  | ab<br>c∛   | Currency<br>\$ ~ %<br>€0 .00<br>.00 →0  | > E  | Conditior<br>Format as                  | al Forma<br>Table Y                                     | tting ~ | <ul> <li>Insert ~</li> <li>™ Delete ~</li> <li>₩ Format ~</li> </ul> | ∑ •<br>↓ •<br>♦ • | AZY Sort & Find<br>Filter Y Select | Add-ins | Analyze<br>Data |        |     |
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| 4   | 12  | ~  | $\times \sqrt{f_x}$  | =MIN(C  | C2,G2)   |  |  |  |  |   |  |   |   |         |  |                   |                                    |         |                 |        | ~   |
|   | А   | В  | С  | D   | E  | F  | G  | Н  | 1  | J   | К  | L                                       | Μ   |         | N O F  | D (               | Q R                                | S T     | U               | V      | W 🔺 |
| 2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>9<br>10<br>11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20<br>21<br>22<br>23<br>24<br>25<br>26<br>27<br>28<br>29<br>20 | 4/1<br>4/2<br>4/3<br>4/4<br>4/5<br>4/6<br>4/7<br>4/8<br>4/9<br>4/10<br>4/11<br>4/12<br>4/13<br>4/14<br>4/15<br>4/16<br>4/17<br>4/18<br>4/19<br>4/20<br>4/21<br>4/22<br>4/23<br>4/24<br>4/25<br>4/26<br>4/27<br>4/28<br>4/20 | \$2,837<br>\$9,281<br>\$2,767<br>\$2,122<br>\$1,400<br>\$2,818<br>\$3,500<br>\$2,446<br>\$8,273<br>\$2,857<br>\$1,323<br>\$12,421<br>\$6,308<br>\$11,928<br>\$13,273<br>\$7,362<br>\$4,626<br>\$1,128<br>\$2,818 | \$2,837<br>\$12,118<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,281<br>\$83,554<br>\$90,916<br>\$90,916<br>\$90,542<br>\$96,670<br>\$99,151<br>\$101,969<br>-<br>-<br>-<br>-<br>-<br>- | 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| -\$147,163<br>-\$137,882<br>-\$135,115<br>-\$132,993<br>-\$131,593<br>-\$128,775<br>-\$125,275<br>-\$122,830<br>-\$114,557<br>-\$111,699<br>-\$110,377<br>-\$97,955<br>-\$91,647<br>-\$79,719<br>-\$66,446<br>-\$59,084<br>-\$54,458<br>-\$53,330<br>-\$50,849<br>-\$48,031<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | 3.3%<br>6.7%<br>10.0%<br>13.3%<br>16.7%<br>20.0%<br>23.3%<br>26.7%<br>30.0%<br>33.3%<br>36.7%<br>40.0%<br>43.3%<br>40.0%<br>43.3%<br>46.7%<br>50.0%<br>53.3%<br>56.7%<br>60.0%<br>63.3%<br>66.7%<br>70.0%<br>73.3%<br>76.7%<br>80.0%<br>83.3%<br>86.7%<br>90.0%<br>93.3% | \$5,000<br>\$10,000<br>\$20,000<br>\$25,000<br>\$30,000<br>\$35,000<br>\$40,000<br>\$40,000<br>\$45,000<br>\$55,000<br>\$55,000<br>\$60,000<br>\$65,000<br>\$60,000<br>\$65,000<br>\$60,000<br>\$70,000<br>\$70,000<br>\$100,000<br>\$100,000<br>\$110,000<br>\$115,000<br>\$112,000<br>\$125,000<br>\$130,000<br>\$135,000<br>\$145,000 | \$2,837<br>\$10,000<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$24,725<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,000<br>\$75,000<br>\$80,000<br>\$85,000<br>\$105,000<br>\$105,000<br>\$105,000<br>\$115,000<br>\$115,000<br>\$122,000<br>\$125,000<br>\$135,000<br>\$145,000 | \$5,000<br>\$12,118<br>\$15,000<br>\$22,000<br>\$25,000<br>\$30,000<br>\$35,000<br>\$40,000<br>\$45,000<br>Axis Label<br>='Custom<br>\$96,670<br>\$99,151<br>\$101,969<br>\$105,000<br>\$110,000<br>\$115,000<br>\$125,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$140,000 | \$2,163<br>\$115<br>\$2,993<br>\$6,593<br>\$8,775<br>\$10,275<br>\$12,830<br>\$9,557<br>els<br>range:<br>n Pacing Chart'! | \$2,118<br>\$2,118<br>\$2,118<br>\$4,151<br>\$1,969<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0 | \$16<br>\$14<br>\$12<br>\$10<br>?<br>31 | 0,000<br>0,000<br>0,000<br>,000<br>,4/2, 4/3,<br>Cancel |         | /7 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#### Step 36: Press OK

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|  | Paste<br>V   | X<br>□⊇ ~<br>≪<br>ard ⊡  | <b>В</b> I <u>U</u> .   | Font  | ~ A^<br><u>A</u> ~ <u>A</u>  | A` =  |   | gnment  | ab<br>c∛<br>↓<br>↓   | Currency<br>\$ ~ %<br>∴0 .00<br>Number | •                                     | 🔛 Conditic       | onal Formatting ×<br>as Table ×<br>es ×<br>Styles   | <ul> <li>Insert ✓</li> <li>Delete ✓</li> <li>Format ✓</li> <li>Cells</li> </ul> | ∑ ~<br>↓ ~<br>∢ ~      | AZV Find &<br>Sort & Find &<br>Filter * Select *<br>Editing | Add-ins<br>Add-ins | Analyze<br>Data | ~         |
| A  | 2  | ~  | $(\times \checkmark f_x)$   | =MIN(0  | C2,G2)   |   |   |   |  |  |                                       |                  |   |   |                        |   |                    |                 | ~         |
| 2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>9<br>10<br>111<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>20<br>21<br>22<br>23<br>24<br>25<br>26<br>27<br>28<br>29<br>30<br>31 | A<br>4/1<br>4/2<br>4/3<br>4/4<br>4/5<br>4/6<br>4/7<br>4/8<br>4/9<br>4/10<br>4/11<br>4/12<br>4/13<br>4/14<br>4/15<br>4/16<br>4/17<br>4/18<br>4/19<br>4/20<br>4/21<br>4/22<br>4/23<br>4/24<br>4/25<br>4/26<br>4/27<br>4/28<br>4/29<br>4/30 | B<br>\$2,837<br>\$9,281<br>\$2,767<br>\$2,122<br>\$1,400<br>\$2,818<br>\$3,500<br>\$2,446<br>\$8,273<br>\$2,857<br>\$1,323<br>\$12,421<br>\$6,308<br>\$11,928<br>\$13,273<br>\$7,362<br>\$4,626<br>\$1,128<br>\$2,481<br>\$2,818 | C<br>\$2,837<br>\$12,118<br>\$14,885<br>\$17,007<br>\$18,407<br>\$21,225<br>\$24,725<br>\$24,725<br>\$27,170<br>\$35,443<br>\$38,301<br>\$39,623<br>\$52,045<br>\$58,353<br>\$70,281<br>\$83,554<br>\$90,916<br>\$99,151<br>\$101,969<br>-<br>-<br>-<br>-<br>-<br>-<br>-<br>- | D<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$15 | E<br>-\$147,163<br>-\$137,882<br>-\$135,115<br>-\$132,993<br>-\$131,593<br>-\$128,775<br>-\$122,830<br>-\$114,557<br>-\$122,830<br>-\$114,557<br>-\$112,830<br>-\$114,557<br>-\$111,699<br>-\$110,377<br>-\$97,955<br>-\$91,647<br>-\$79,719<br>-\$66,446<br>-\$59,084<br>-\$54,458<br>-\$53,330<br>-\$50,849<br>-\$48,031 | F<br>3.3%<br>6.7%<br>10.0%<br>13.3%<br>16.7%<br>20.0%<br>23.3%<br>26.7%<br>30.0%<br>33.3%<br>36.7%<br>40.0%<br>43.3%<br>46.7%<br>50.0%<br>53.3%<br>56.7%<br>60.0%<br>63.3%<br>66.7%<br>70.0%<br>73.3%<br>76.7%<br>80.0%<br>83.3%<br>86.7%<br>90.0%<br>93.3% | G<br>\$5,000<br>\$10,000<br>\$15,000<br>\$20,000<br>\$25,000<br>\$35,000<br>\$40,000<br>\$40,000<br>\$45,000<br>\$50,000<br>\$55,000<br>\$60,000<br>\$55,000<br>\$65,000<br>\$70,000<br>\$57,000<br>\$70,000<br>\$55,000<br>\$100,000<br>\$100,000<br>\$115,000<br>\$115,000<br>\$112,000<br>\$1125,000<br>\$125,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$120,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$125,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$135,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$150,000<br>\$ | H<br>\$2,837<br>\$10,000<br>Select Da<br>Chart da<br>The data r<br>Legend En<br>⊡ Ac<br>✓ Ta<br>✓ Cu<br>✓ Ur<br>✓ Ur<br>✓ Ov<br>Hidden a<br>\$135,000<br>\$140,000<br>\$150,000 | ata Source<br>ata range:<br>ange is too co<br>atries (Series)<br>dd<br>rget<br>umulative Rev<br>wer<br>ader Target<br>ver Target<br>and Empty Ce<br>\$135,000<br>\$140,000<br>\$145,000<br>\$145,000 | s2,163                                 | K<br>\$2,118<br>splayed. If<br>Remove | f a new range is | M N<br>s selected, it will replace<br>ow/Column<br>Horizontal (Category)<br>Edit<br>4/1<br>4/2<br>4/3<br>4/4<br>4/5 | te all of the series in the Axis Labels   | P<br>?<br>ne Series pa | Q R S   | T                  | U               |           |
|  | < >  |  | Custom Pacir  | ng Chart  | Blank  | -   | -   |   |  |  |                                       |                  |   |   |                        |   |                    | E (4            | <b></b>   |

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

|    | × 8        | 5.0            | ⊇ ∽ AutoSave            | Off {     | <u>- 26</u>              | 9. Custon  | n Pacing (           | v          | ,∕ s                 | earch        |                    |  |  | Leutrim Hoti 🐐   | •                     | -               | o ×      | < |
|----|------------|----------------|-------------------------|-----------|--------------------------|------------|----------------------|------------|----------------------|--------------|--------------------|--|--|--|-----------------------|-----------------|----------|---|
|    | File       | Home           | Insert Page             | e Layout  | Formula                  | s Data     | Reviev               | v View     | Develop              | er Help      | Chart              | Design Format  |  |  | Con                   | nments          | 🖻 Share  | ~ |
|    |            | X              |                         | ~ 10      | ~ A^                     | A Ĭ =      | Ξ Ξ                  | »<br>~     | ab<br>c∉             | General      | ~                  | Conditional Formatting ~   | 🖅 Insert 🐱   | $\Sigma \sim A_{ZY}$   |                       |                 |          |   |
|    | Paste<br>~ | si -           | <b>Β</b> Ι <u>U</u>     | ~         | <u>⊘</u> ~ <u>A</u>      | ~ =        | = =                  | ₹⊒ →⊒      | -<br> ↓ <br> ↓       | .00 →0       | 7                  | 👿 Format as Table ~  | Format ×   | <ul> <li>✓ Sort &amp; Find &amp;</li> <li>✓ Filter ✓ Select ✓</li> </ul> | Add-ins               | Analyze<br>Data |          |   |
|    | Clipboa    | ard 🗳          |                         | Font      |                          |            | Ali                  | gnment     | ۲ <u>م</u>           | Number       | <b>I</b> ≦         | Styles   | Cells  | Editing  | Add-ins               |                 | ~        | 1 |
| C  | Chart 1    | ▶ :            | $\times \checkmark f_x$ |           |                          |            |                      |            |                      |              |                    |  |  |  |                       |                 | `        | ~ |
|    | А          | В              | С                       | D         | E                        | F          | G                    | Н          | I.                   | J            | к                  | 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 Targ          | et O   |  | 0  |                       |                 | <u> </u> |   |
| 2  | 4/1        | \$2,837        | \$2,837                 | \$150,000 | -\$147,163               | 3.3%       | \$5,000              | \$2,837    | \$5,000              | \$2,163      |                    | \$160,000 0  |  | O  |                       | Ç               | й I I    | U |
| 3  | 4/2        | \$9,281        | \$12,118                | \$150,000 | -\$137,882               | 6.7%       | \$10,000             | \$10,000   | \$12,118             | A            | \$2,118            |  |  |  |                       |                 |          |   |
| 4  | 4/3        | \$2,767        | \$14,885                | \$150,000 | -\$135,115               | 10.0%      | \$15,000             | \$14,885   | \$15,000<br>¢20,000  | \$115        |                    |  |  |  |                       |                 |          |   |
| 5  | 4/4        | \$2,122        | \$17,007                | \$150,000 | -\$132,993<br>¢121 502   | 15.3%      | \$20,000<br>\$25,000 | \$17,007   | \$20,000<br>\$25,000 | \$2,993      |                    | \$140,000  |  |  |                       |                 |          |   |
| 7  | 4/5        | \$1,400        | \$10,407                | \$150,000 | -\$131,335<br>-\$128 775 | 20.0%      | \$20,000             | \$10,407   | \$20,000             | \$0,355      |                    |  |  |  |                       |                 |          |   |
| 8  | 4/0        | \$3,500        | \$24,725                | \$150,000 | -\$125,775               | 23.3%      | \$35,000             | \$24,725   | \$35,000             | \$10,275     |                    | \$1.20,000   |  |  |                       |                 |          |   |
| 9  | 4/8        | \$2,446        | \$27.170                | \$150,000 | -\$122,830               | 26.7%      | \$40,000             | \$27,170   | \$40,000             | \$12,830     |                    | \$120,000  | 0  |  |                       |                 | Ц        |   |
| 10 | 4/9        | \$8,273        | \$35,443                | \$150,000 | -\$114,557               | 30.0%      | \$45,000             | \$35,443   | \$45,000             | \$9,557      |                    |  | <br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br> | ∕~   |                       |                 |          |   |
| 11 | 4/10       | \$2,857        | \$38,301                | \$150,000 | -\$111,699               | 33.3%      | \$50,000             | \$38,301   | \$50,000             | \$11,699     |                    | \$100,000  |  | Plot Area 🗸 🗸  |                       |                 |          |   |
| 12 | 4/11       | \$1,323        | \$39,623                | \$150,000 | -\$110,377               | 36.7%      | \$55,000             | \$39,623   | \$55,000             | \$15,377     |                    |  | Fill Out   | line   |                       |                 |          |   |
| 13 | 4/12       | \$12,421       | \$52,045                | \$150,000 | -\$97,955                | 40.0%      | \$60,000             | \$52,045   | \$60,000             | \$7,955      |                    |  |  |  |                       |                 |          |   |
| 14 | 4/13       | \$6,308        | \$58,353                | \$150,000 | -\$91,647                | 43.3%      | \$65,000             | \$58,353   | \$65,000             | \$6,647      |                    | \$80,000 0   |  |  |                       | Ċ               | 2        |   |
| 15 | 4/14       | \$11,928       | \$70,281                | \$150,000 | -\$79,719                | 46.7%      | \$70,000             | \$70,000   | \$70,281             |              | \$281              | Ϋ́ Ι   | Delet  |  |                       |                 | Y        |   |
| 16 | 4/15       | \$13,273       | \$83,554                | \$150,000 | -\$66,446                | 50.0%      | \$75,000             | \$75,000   | \$83,554             |              | \$8,554            |  | Delete   | -  |                       |                 |          |   |
| 17 | 4/16       | \$7,362        | \$90,916                | \$150,000 | -\$59,084                | 53.3%      | \$80,000             | \$80,000   | \$90,916             |              | \$10,916           | \$60,000   | 5 Decet  | to Match Style   |                       |                 |          |   |
| 18 | 4/1/       | \$4,626        | \$95,542                | \$150,000 | -\$54,458                | 50.7%      | \$85,000             | \$85,000   | \$95,542             |              | \$10,542           |  | E- Reset   | to Match Style   |                       |                 |          |   |
| 20 | 4/18       | \$1,128        | \$90,070                | \$150,000 | -\$55,550                | 62.2%      | \$90,000             | \$95,000   | \$90,070             |              | \$0,070<br>\$4,151 | \$40.000   |  |  |                       |                 |          |   |
| 20 | 4/15       | \$2,401        | \$101,969               | \$150,000 | -\$48.031                | 66.7%      | \$100.000            | \$100,000  | \$101,969            |              | \$1,969            | \$40,000   | Chang  | ge Chart Type  |                       |                 |          |   |
| 22 | 4/21       | <i>v</i> 2,010 | -                       | \$150,000 | -                        | 70.0%      | \$105,000            | \$105,000  | \$105,000            |              | \$0                |  | D c  | T. I.I.  |                       |                 |          |   |
| 23 | 4/22       |                | -                       | \$150,000 | -                        | 73.3%      | \$110,000            | \$110,000  | \$110,000            |              | \$0                | \$20,000   | <u>d</u> e <u>S</u> ave  | as lemplate  |                       |                 |          |   |
| 24 | 4/23       |                | -                       | \$150,000 | -                        | 76.7%      | \$115,000            | \$115,000  | \$115,000            |              | \$0                | State of the second |  |  |                       |                 |          |   |
| 25 | 4/24       |                | -                       | \$150,000 | -                        | 80.0%      | \$120,000            | \$120,000  | \$120,000            |              | \$0                |  | S <u>e</u> lect  | Data   |                       |                 |          |   |
| 26 | 4/25       |                | -                       | \$150,000 | -                        | 83.3%      | \$125,000            | \$125,000  | \$125,000            |              | \$0                | \$0 0  |  |  |                       | Ċ               |          |   |
| 27 | 4/26       |                | -                       | \$150,000 | -                        | 86.7%      | \$130,000            | \$130,000  | \$130,000            |              | \$0                | 4/1 4/2 73 4/4 4/5   | 4/6 4/7 U 3-D R  | otation 4/204/214/   | 224/234/244/254/264/2 | 2/4/284/294/30  | 4        |   |
| 28 | 4/27       |                | -                       | \$150,000 | -                        | 90.0%      | \$135,000            | \$135,000  | \$135,000            |              | \$0                | 0  |  |  |                       |                 | <u> </u> |   |
| 29 | 4/28       |                | -                       | \$150,000 | -                        | 93.3%      | \$140,000            | \$140,000  | \$140,000            |              | \$0<br>¢c          |  | 🧐 <u>F</u> orm   | at Plot Area   |                       |                 |          |   |
|    | 2 5        |                | Custom Pacin            | ng Chart  | Plank                    | чв /%      | -                    | \$1/15 000 | \$175,000            |              | SI                 |  |  |  |                       | 1.4             |          |   |

#### Step 38: Select Combo Chart, Select Chart type



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



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



## Step 41: Customize Color for "Under Target"



## Step 42: Customize Color for "Over Target"



#### Step 43: Add Legend



#### Step 44: Add Label



#### Step 45: Completed

