

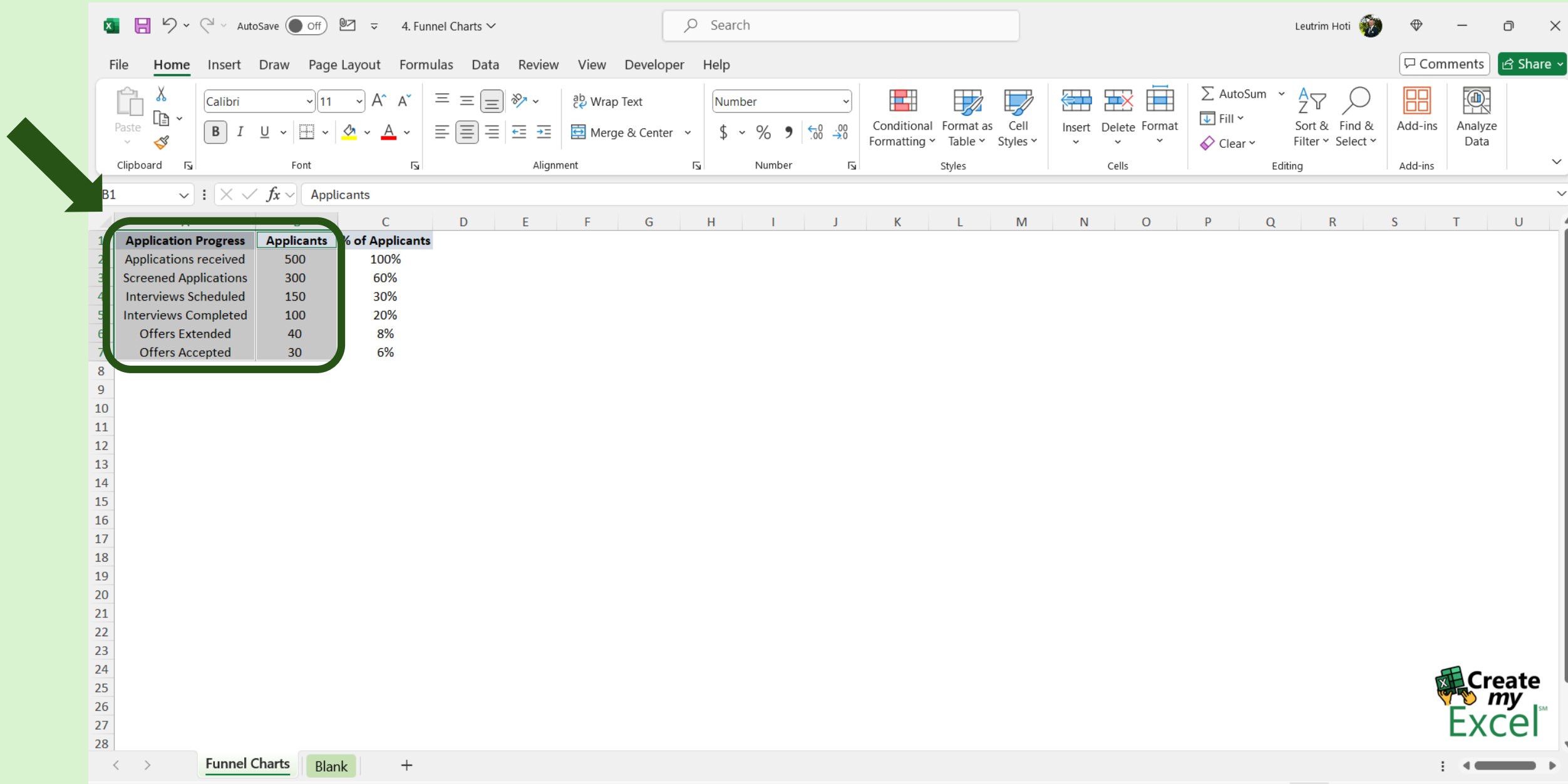
# Funnel Charts



# Timelapse



# Step 1: Select range A1:A7 & B1:B7



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. A green arrow points to the 'B1' cell in the formula bar. The data table below is highlighted with a green border, indicating the selected range A1:A7 and B1:B7.

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

At the bottom right, there is a logo for 'Create my Excel'.

# Step 2: Insert Funnel Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Recommended Charts' button in the ribbon is highlighted with a green box. The 'Recommended Charts' task pane is open, showing a preview of a funnel chart for the 'Applicants' data. A green arrow points from the 'Recommended Charts' button in the ribbon to the funnel chart preview in the task pane.

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

**Funnel Chart Preview:**

- Chart Title
- Applications received: 500
- Screened Applications: 300
- Interviews Scheduled: 150
- Interviews Completed: 100
- Offers Extended: 40
- Offers Accepted: 30

A funnel chart represents stages in a process showing progressively decreasing proportions.

Buttons: OK, Cancel

# Step 3: Edit Funnel Chart Name

The screenshot shows the Microsoft Excel interface with a funnel chart titled "Funnel Chart - Applicants". A green arrow points to the title box, which is highlighted with a green border. The chart displays the following data:

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

The chart is a horizontal funnel chart with blue bars. The title "Funnel Chart - Applicants" is located in the top right corner of the chart area. The chart is positioned over a data table in the worksheet. The worksheet has columns A through U and rows 1 through 28. The data table is located in columns A through C and rows 1 through 7. The chart is located in columns G through M and rows 4 through 18. The chart title is in cell G4. The chart area is bounded by a black border with handles at the corners and midpoints. A green arrow points from the top left towards the title box. The Excel ribbon is visible at the top, showing the "Chart Design" and "Format" tabs. The "Chart Design" tab is active, and the "Chart Styles" group is expanded. The "Funnel" style is selected. The "Format" tab is also visible, showing the "Font" and "Number" groups. The "Font" group is expanded, showing the font name "Calibri", size "14", and various formatting options. The "Number" group is also expanded, showing the "General" category and various number formatting options. The "Chart Design" tab also shows the "Chart Elements" group, which is expanded to show "Title", "Legend", "Data Labels", "Data Tables", "Gridlines", and "Background". The "Title" option is checked. The "Chart Elements" group also shows the "Chart Title" dropdown, which is set to "Funnel Chart - Applicants". The "Chart Elements" group also shows the "Chart Title" dropdown, which is set to "Funnel Chart - Applicants". The "Chart Elements" group also shows the "Chart Title" dropdown, which is set to "Funnel Chart - Applicants".

# Step 4: Select Range A1:A7 & C1:C7

The screenshot displays the Microsoft Excel interface with a funnel chart and a data table. The table is titled 'Funnel Chart - Applicants' and contains the following data:

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

The funnel chart visualizes this data, showing a decreasing number of applicants at each stage. The chart is titled 'Funnel Chart - Applicants' and has the following data points:

- Applications received: 500
- Screened Applications: 300
- Interviews Scheduled: 150
- Interviews Completed: 100
- Offers Extended: 40
- Offers Accepted: 30

Two green arrows point to the 'Application Progress' and '% of Applicants' columns in the table. A green box highlights the data in the table. The chart is titled 'Funnel Chart - Applicants'.

# Step 5: Insert Funnel Chart

The screenshot shows the Microsoft Excel interface. The 'Insert' tab is active, and the 'Recommended Charts' button is highlighted with a green box. The 'Insert Chart' dialog box is open, showing a 'Funnel' chart selected. The background spreadsheet contains the following data:

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

The 'Insert Chart' dialog box shows the 'Funnel' chart selected. The chart preview shows a funnel chart with the following data points:

- Applications received: 100%
- Screened Applications: 60%
- Interviews Scheduled: 30%
- Interviews Completed: 20%
- Offers Extended: 8%
- Offers Accepted: 6%

A green arrow points from the 'Recommended Charts' button to the 'Funnel' chart in the dialog box.

# Step 6: Edit Funnel Chart Name

The screenshot displays the Microsoft Excel interface with the 'Chart Design' tab active. The ribbon includes options for 'Chart Layouts', 'Chart Styles', 'Switch Row/Column', 'Select Data', 'Change Chart Type', and 'Move Chart'. A green arrow points to the title of the second funnel chart, 'Funnel Chart - % of Applicants', which is highlighted with a green dashed box. The data table on the left is as follows:

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

The first funnel chart, 'Funnel Chart - Applicants', shows the number of applicants at each stage: Applications received (500), Screened Applications (300), Interviews Scheduled (150), Interviews Completed (100), Offers Extended (40), and Offers Accepted (30). The second funnel chart, 'Funnel Chart - % of Applicants', shows the percentage of applicants at each stage: Applications received (100%), Screened Applications (60%), Interviews Scheduled (30%), Interviews Completed (20%), Offers Extended (8%), and Offers Accepted (6%).

At the bottom right, there is a logo for 'Create my Excel' with a small Excel icon.



# Step 7: Completed

The screenshot shows Microsoft Excel with a funnel chart titled "Funnel Chart - Applicants" and "Funnel Chart - % of Applicants". The data is as follows:

Application Progress	Applicants	% of Applicants
Applications received	500	100%
Screened Applications	300	60%
Interviews Scheduled	150	30%
Interviews Completed	100	20%
Offers Extended	40	8%
Offers Accepted	30	6%

The funnel chart visualizes this data, showing the number of applicants at each stage. The percentage chart shows the percentage of applicants at each stage.

Excel interface details: File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Developer, Help. Ribbon: Clipboard, Font, Alignment, Number, Styles, Cells, Editing, Add-ins, Analyze Data. Formula bar: J33. Worksheet grid: A-U, 1-28. Bottom: Funnel Charts, Blank, +.