

# Image Overlay Chart



Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data

Calibri 11 A A B I U Font Color Background Color

Conditional Formatting Format as Table Cell Styles

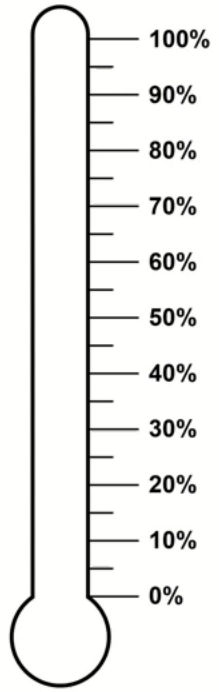
Insert Delete Format

Sort & Filter Find & Select

Add-ins Analyze Data

B8 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	\$ Raised	Goal	\$ Remaining	% to Goal																		
2	\$4,500	\$10,000	\$5,500	45%																		
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# Step 1: Click Insert Tab

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

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
500.00	500	-	100%

Below the table, there are two visualizations: a thermometer showing 100% completion and a blue thumbs-up icon.

# Step 2: 100% stacked column A1:A2 & C1:C2

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The '2-D Column' chart group is expanded, and the '100% Stacked Column' chart type is highlighted with a green box. A green arrow points to this icon. A blue thumbs-up icon is overlaid on the right side of the chart selection pane. The background shows a spreadsheet with data for 'Team Member Completed Surveys' and 'Team Members Remaining'.

	A	B	C	D	E	F
1	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal		
2	500.00	500	-	100%		

**100% Stacked Column**  
Use this chart type to:

- Compare the percentages that each value contributes to a total.
- Show how the percentage that each value contributes changes over time.

Chart Title

Team member completed surveys

Team Members Remaining

100%

0%

# Step 3: Switch Row to Column

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

Chart Layouts: Add Chart Element, Quick Layout, Change Colors

Chart Styles: [Various chart style thumbnails]

Chart Design Ribbon: **Switch Row/Column** (highlighted), Select Data, Change Chart Type, Move Chart

Switch Row/Column tooltip: Swap the data over the axis. Data being charted on the X axis will move to the Y axis and vice versa.

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
500.00	500	-	100%

Chart 6

Chart Title

Team Member Completed Surveys

Team Members Remaining

100%

0%

100%

90%

80%

70%

60%

50%

40%

30%

20%

10%

0%

# Step 4: Remove Title, X and Y axis

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A chart is displayed on the worksheet, and several green arrows and a blue cloud-shaped selection box indicate the steps to remove the title, X-axis, and Y-axis. The chart is a 100% stacked bar chart with a blue bar representing 100% of the data. The Y-axis is labeled from 0% to 100% in 10% increments. The X-axis is labeled with '1'. The chart title is 'Chart Title'. The chart is located in the range B2:D2 of the worksheet.

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
500.00	500	-	100%

Chart 6

Chart Title

100%

90%

80%

70%

60%

50%

40%

30%

20%

10%

0%

1

0%

Image Overlay Charts

# Step 5: Remove top with no fill, no line

The screenshot displays the Microsoft Excel interface with the 'Chart Design' and 'Format' tabs active. The chart, titled 'Chart 6', is a thermometer-style gauge chart with a blue bar representing 100% completion. The vertical axis is labeled from 0% to 100% in 10% increments. The chart area has a blue border, and the top border is being targeted by two green arrows, indicating the step to remove it. The data table on the left shows the following values:

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
500.00	500	-	100%

The bottom of the window shows the 'Image Overlay Charts' task pane.

# Step 6: Send to back of the thermometer

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon active. The chart area contains a thermometer graphic with a red bar inside it. The thermometer scale ranges from 0% to 100% in 10% increments. The red bar is currently at the 50% mark. A green arrow points from the right towards the red bar, and another green arrow points from the top towards the thermometer's scale. The chart is titled 'Chart 4' and is overlaid on a table with the following data:

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
500.00	500	-	100%

The bottom of the screen shows the 'Image Overlay Charts' task pane.



# Step 7: Scale so 100% is matched to graphic

The screenshot displays the Microsoft Excel interface with the following data and elements:

	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
1				
2	500.00	500	-	100%
3				

Visual elements include a thermometer graphic with a red bar at the 100% mark and a blue thumbs-up icon. A purple arrow points from the '100%' value in the table to the '100%' label on the thermometer. The Excel ribbon shows the 'Home' tab with various formatting options.

# Step 8: Use shape to fill bottom

The screenshot shows the Microsoft Excel interface. The **Insert** tab is active, and the **Illustrations** group is expanded to show the **Shapes** gallery. A green box highlights the **Illustrations** group, and another green box highlights the **Shapes** gallery. A green arrow points to the **Recently Used Shapes** section of the gallery, where a blue thumbs-up shape is selected. The worksheet displays a table with the following data:

Team Member Completed Surveys	Total Team Member	Team Members Remaining
500.00	500	100%

The status bar at the bottom left shows "Image Overlay Charts".

# Step 9: Use red to fill shape, no outline

The screenshot shows the Microsoft Excel interface with the **Shape Format** ribbon selected. The ribbon contains several groups of options:

- Insert Shapes:** Includes icons for various shapes like rectangles, circles, and text boxes.
- Shape Styles:** Shows three styles for the word "Abc" with different colors and outlines. The **Shape Fill** and **Shape Outline** options are highlighted with a green box.
- WordArt Styles:** Shows three styles for the letter "A" with different colors and effects.
- Accessibility:** Includes the **Alt Text** option.
- Arrange:** Includes options for **Bring Forward**, **Send Backward**, **Align**, **Group**, **Selection Pane**, and **Rotate**.
- Size:** Shows dimensions of 0.62" for both width and height.

The worksheet below the ribbon shows a table with the following data:

	A	B	C	D
1				
2		500.00	500	100%
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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25				
26				
27				

The chart area contains a vertical thermometer with a red fill and a blue thumbs-up icon. A green arrow points to the bottom of the thermometer, which is highlighted with a purple selection box. The thermometer scale ranges from 0% to 100% in 10% increments.

# Step 10: Try 50%, make sure scaling is right

The screenshot shows the Microsoft Excel interface with the following data table:

	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
1				
2	250.00	500	250	50%
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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25				
26				
27				

The chart overlay is a thermometer with a scale from 0% to 100%. The red fill reaches the 50% mark, which is highlighted with a green box. A thumbs-up icon is positioned to the right of the thermometer. A green arrow points from the 50% cell in the table to the 50% mark on the thermometer.

# Step 11: Click Insert Tab

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

	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
1				
2	250.00	500	250	50%
3				

Overlaid on the spreadsheet are a thermometer showing 50% and a thumbs-up icon.

# Step 12: 100% stacked column A1:A2 & C1:C2

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The '2-D Column' chart group is expanded, and the '100% Stacked Column' chart type is highlighted with a green box and a green arrow. A tooltip for this chart type is visible, stating: 'Use this chart type to: • Compare the percentages that each value contributes to a total. • Show how the percentage that each value contributes changes over time.' A red arrow points to the 'More Column Charts...' link at the bottom of the chart selection pane. A blue thumbs-up icon is overlaid on the chart preview. In the background, a table is visible with the following data:

	A	B	C	D	E	F
1	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal		
2	250.00	500	250	50%		

# Step 13: Switch Row to Column

The screenshot displays the Microsoft Excel interface with the **Chart Design** ribbon selected. The **Switch Row/Column** button is highlighted with a green box and a green arrow. A tooltip for this button is visible, stating: "Switch Row/Column: Swap the data over the axis. Data being charted on the X axis will move to the Y axis and vice versa."

The chart below is a bar chart with the following data:

Category	Value
Team Member Completed Surveys	250.00
Team Members Remaining	250

The chart also features a red thermometer graphic on the left side, with a scale from 0% to 100%.

# Step 14: Remove Title, X and Y axis

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

- File Name:** Image Overlay Chart Compl...
- Search:** Search
- User:** Leutrim Hoti
- Menu Bar:** File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help
- Home Tab Ribbon:**
  - Clipboard: Paste
  - Font: Calibri, 11, Bold (B), Italic (I), Underline (U), Color (A), Background Color
  - Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center, Unmerge Cells
  - Number: Number, Currency (\$), Percentage (%), Decimals (0.00, 0.00)
  - Styles: Conditional Formatting, Format as Table, Cell Styles
  - Cells: Insert, Delete, Format
  - Editing: Sort & Filter, Find & Select
  - Add-ins: Add-ins, Analyze Data
- Formula Bar:** A2, fx, 250
- Worksheet Grid:**

	A	B	C	D
1	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
2	250.00	500	250	50%
- Chart:** A vertical bar chart with a red bar at 50%. The chart has a title box labeled "Chart Title", a Y-axis with a scale from 0% to 100%, and an X-axis. Annotations include:
  - Green arrows pointing to the "Chart Title" box, the Y-axis, and the X-axis.
  - A blue hand-drawn outline around the chart area.
  - A red thermometer graphic overlaid on the Y-axis.
- Taskbar:** Image Overlay Charts



# Step 15: Remove top with no fill, no line

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Number' format is selected. The active cell is A2, containing the value 250. The data table is as follows:

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
250.00	500	250	50%

The chart is a thermometer-style gauge chart. The vertical axis is labeled from 0% to 100% in 10% increments. A red bar indicates the current progress at 50%. The chart title is 'Chart Title'. A blue bracket highlights the top portion of the chart area, with two green arrows pointing to it, indicating the step to remove the top portion of the chart with no fill and no line.

# Step 16: Send to back of the like icon

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

- Top Ribbon:** File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, Chart Design, Format.
- Chart Design Ribbon:** Conditional Formatting, Insert, Delete, Format, Cells, Editing, Add-ins, Analyze Data.
- Chart Area:** A chart with a red rectangle and a blue thumbs-up icon. The red rectangle is currently in front of the thumbs-up icon. A green arrow points to the thumbs-up icon, indicating it should be sent to the back.
- Worksheet Data:**

Team Member Completed Surveys	Total Team Member	Team Members Remaining	Goal
250.00	500	250	50%

# Step 17: Scale so 100% is matched to graphic

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D
1	Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
2	250.00	500	250	50%

The % to Goal cell (D2) is highlighted with a green border. A green arrow points from this cell to a thermometer graphic. The thermometer has a scale from 0% to 100% in 10% increments. The red fill in the thermometer reaches the 50% mark. Another green arrow points from the thermometer to a thumbs-up icon graphic. The thumbs-up icon is also filled with red up to the 50% mark. A third green arrow points from the thumbs-up icon to the % to Goal cell, indicating the scaling process.

# Step 18: Scale so 100% is matched to graphic

The screenshot shows the Microsoft Excel interface with the following data table:

Team Member Completed Surveys	Total Team Member	Team Members Remaining	% to Goal
500.00	500	-	100%

The spreadsheet also features a thermometer graphic with a red fill level reaching the 100% mark, and a thumbs-up icon. Green arrows indicate the relationship between the 100% value in the table and the corresponding levels in the graphics.