

# Value-Based Formatting



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

Font: Calibri, 11, Bold, Italic, Underline, Text color, Background color, Font color.

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

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

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

Cells: Insert, Delete, Format.

Editing: Sort & Filter, Find & Select.

Add-ins: Add-ins, Analyze Data.

E10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Date	Guest Count																	
2	1/1	8,010																	
3	1/2	6,592																	
4	1/3	7,520																	
5	1/4	9,765																	
6	1/5	6,285																	
7	1/6	8,934																	
8	1/7	9,794																	
9	1/8	5,953																	
10	1/9	9,015																	
11	1/10	8,407																	
12	1/11	5,844																	
13	1/12	9,488																	
14	1/13	5,460																	
15	1/14	9,799																	
16	1/15	9,571																	
17	1/16	5,360																	
18	1/17	9,972																	
19	1/18	8,529																	
20	1/19	5,277																	

Value-Based Formatting Blank

# Step 1: Select Column A & B, Insert Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The '2-D Column' chart type is highlighted in the 'Charts' group. A data table for 'Guest Count' is visible in columns A and B, and a 2-D clustered column chart is being generated on the right.

Date	Guest Count
1/1	8,010
1/2	6,592
1/3	7,520
1/4	9,765
1/5	6,285
1/6	8,934
1/7	9,794
1/8	5,953
1/9	9,015
1/10	8,407
1/11	5,844
1/12	9,488
1/13	5,460
1/14	9,799
1/15	9,571
1/16	5,360
1/17	9,972
1/18	8,529
1/19	5,277

**2-D Column**

**Clustered Column**

Use this chart type to:

- Compare values across a few categories.

Use it when:

- The order of categories is not important.

**3-D Bar**

**More Column Charts...**

# Step 2: Insert PERCENTRANK Function

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar displays the formula `=PERCENTRANK(B:B,B2)`. The spreadsheet shows a table with columns 'Date', 'Guest Count', and 'PercentRank'. The 'Guest Count' column contains values for dates from 1/1 to 1/19. The 'PercentRank' column contains the formula `=PERCENTRANK(B:B,B2)` in cell C2. A bar chart titled 'Guest Count' is displayed on the right, showing the distribution of guest counts over time.

Date	Guest Count	PercentRank
1/1	8,010	<code>=PERCENTRANK(B:B,B2)</code>
1/2	6,592	
1/3	7,520	
1/4	9,765	
1/5	6,285	
1/6	8,934	
1/7	9,794	
1/8	5,953	
1/9	9,015	
1/10	8,407	
1/11	5,844	
1/12	9,488	
1/13	5,460	
1/14	9,799	
1/15	9,571	
1/16	5,360	
1/17	9,972	
1/18	8,529	
1/19	5,277	

**Formula:**  
`=PERCENTRANK(B:B,B2)`

**Description:**  
In Cell C1, we type PercentRank. Below that we apply PERCENTRANK Function. So, type PERCENTRANK=, open parentheses, select Column C, select cell B2. Close parentheses.

# Step 3: Format As Percentage

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

- Ribbon:** Home
- Font Group:** Calibri, 11, Bold, Italic, Underline, Text Color, Background Color
- Alignment Group:** Left, Center, Right, Indent, Wrap Text
- Number Group:** Percentage (selected), Currency, Accounting, Comma, Thousand Separator, Percent Style, Fraction, Decimals, More Numbering
- Styles Group:** Conditional Formatting, Format as Table, Cell Styles
- Cells Group:** Insert, Delete, Format
- Editing Group:** Sort & Filter, Find & Select
- Add-ins Group:** Add-ins, Analyze Data

The active cell is C2, containing the formula `=PERCENTRANK(B:B,B2)` and the value 63%. The formula bar shows the formula being entered.

Date	Guest Count	PercentRank
1/1	8,010	63%
1/2	6,592	
1/3	7,520	
1/4	9,765	
1/5	6,285	
1/6	8,934	
1/7	9,794	
1/8	5,953	
1/9	9,015	
1/10	8,407	
1/11	5,844	
1/12	9,488	
1/13	5,460	
1/14	9,799	
1/15	9,571	
1/16	5,360	
1/17	9,972	
1/18	8,529	
1/19	5,277	

The bar chart on the right is titled "Guest Count" and displays the daily guest counts for the period from 1/1 to 2/26. The y-axis ranges from 0 to 12,000. The x-axis shows dates at 2-day intervals.

# Step 4: Drag It Down

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Number' group is selected, showing the 'Percentage' format. The active cell is C2, containing the formula `=PERCENTRANK(B:B,B2)`. A green arrow points from the top-left of the spreadsheet area towards the 'PercentRank' column. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Date	Guest Count	PercentRank																
2	1/1	8,010	63%																
3	1/2	6,592	29%																
4	1/3	7,520	51%																
5	1/4	9,765	92%																
6	1/5	6,285	24%																
7	1/6	8,934	75%																
8	1/7	9,794	95%																
9	1/8	5,953	20%																
10	1/9	9,015	76%																
11	1/10	8,407	66%																
12	1/11	5,844	17%																
13	1/12	9,488	85%																
14	1/13	5,460	10%																
15	1/14	9,799	97%																
16	1/15	9,571	86%																
17	1/16	5,360	7%																
18	1/17	9,972	100%																
19	1/18	8,529	68%																
20	1/19	5,277	5%																

To the right of the spreadsheet is a bar chart titled 'Guest Count'. The vertical axis (y-axis) ranges from 0 to 12,000 with major gridlines every 2,000 units. The horizontal axis (x-axis) shows dates from 1/1 to 2/26 in two-day increments. The chart displays blue vertical bars representing the 'Guest Count' for each date, showing a fluctuating pattern with peaks around 10,000 and troughs around 5,000.

# Step 5: Insert IF Function

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The formula bar at the top displays the formula `=IF($C2<=D$1,$B2,\'')`. A green arrow points to the 'Insert' tab in the ribbon. A green box highlights the formula in the formula bar and cell D2. A green callout box on the right explains the formula.

Date	Guest Count	PercentRank	25%	50%	75%	100%
1/1	8,010	63%				
1/2	6,592	29%				
1/3	7,520	51%				
1/4	9,765	92%				
1/5	6,285	24%				
1/6	8,934	75%				
1/7	9,794	95%				
1/8	5,953	20%				
1/9	9,015	76%				
1/10	8,407	66%				
1/11	5,844	17%				
1/12	9,488	85%				
1/13	5,460	10%				
1/14	9,799	97%				
1/15	9,571	86%				
1/16	5,360	7%				
1/17	9,972	100%				
1/18	8,529	68%				
1/19	5,277	5%				

**Formula:**  
`=IF($C2<=D$1,$B2,\'')`

**Description:**  
In Cell D2, we insert IF function. Open parentheses, Click Cell C2, fix C, which is "`<=`" Click Cell D1, Fix 1. Click cell B2, Fix B, and the end `\''`, close parentheses.

# Step 6: Drag It Down

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Font' group is active. A green arrow points from the 'B' (Bold) icon to the 'PercentRank' column in the spreadsheet. A green box highlights the 'PercentRank' column, and a green arrow points from the top of this box to the bottom, indicating a drag-down action.

	A	B	C	D	E	F	G
1	Date	Guest Count	PercentRank	25%	50%	75%	100%
2	1/1	8,010	63%				
3	1/2	6,592	29%				
4	1/3	7,520	51%				
5	1/4	9,765	92%				
6	1/5	6,285	24%	6285			
7	1/6	8,934	75%				
8	1/7	9,794	95%				
9	1/8	5,953	20%	5953			
10	1/9	9,015	76%				
11	1/10	8,407	66%				
12	1/11	5,844	17%	5844			
13	1/12	9,488	85%				
14	1/13	5,460	10%	5460			
15	1/14	9,799	97%				
16	1/15	9,571	86%				
17	1/16	5,360	7%	5360			
18	1/17	9,972	100%				
19	1/18	8,529	68%				
20	1/19	5,277	5%	5277			

The bar chart on the right is titled 'Guest Count'. The y-axis represents the number of guests, ranging from 0 to 12,000. The x-axis represents dates from 1/1 to 2/28. The chart shows a fluctuating pattern of guest counts over time.



# Step 7: Insert IF(AND Function

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

Date	Guest Count	PercentRank	25%	50%	75%	100%
1/1	8,010	63%				
1/2	6,592	29%				
1/3	7,520	51%				
1/4	9,765	92%				
1/5	6,285	24%	6285			
1/6	8,934	75%				
1/7	9,794	95%				
1/8	5,953	20%	5953			
1/9	9,015	76%				
1/10	8,407	66%				
1/11	5,844	17%	5844			
1/12	9,488	85%				
1/13	5,460	10%	5460			
1/14	9,799	97%				
1/15	9,571	86%				
1/16	5,360	7%	5360			
1/17	9,972	100%				
1/18	8,529	68%				
1/19	5,277	5%	5277			

The formula bar shows the formula: `=IF(AND($C2>D$1,$C2<=E$1),$B2, "")`. A green arrow points to the formula bar, and a green box highlights the formula. A green callout box on the right explains the formula.

**Formula:**  
`=IF(AND($C2>D$1,$C2<=E$1),$B2, "")`

**Description:**  
In Cell E1, we insert IF with an AND conditional statement. Our first logical is PercentRank is greater than 25%, second logical is Percentrank is less or equal to 50%. Close the first parentheses. Value if true will be "Guest Count", which is in B2, If false will be blank.

# Step 8: Drag It Down

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Home', and the formula bar shows the formula `=IF(A2>D$1,$C2>=E$1,$B2,"")` in cell E2. The spreadsheet data is as follows:

	A	B	C	E	F	G
1	Date	Guest Count	PercentRank	25%	50%	75% 100%
2	1/1	8,010	63%			
3	1/2	6,592	29%	6592		
4	1/3	7,520	51%			
5	1/4	9,765	92%			
6	1/5	6,285	24%	6285		
7	1/6	8,934	75%			
8	1/7	9,794	95%			
9	1/8	5,953	20%	5953		
10	1/9	9,015	76%			
11	1/10	8,407	66%			
12	1/11	5,844	17%	5844		
13	1/12	9,488	85%			
14	1/13	5,460	10%	5460		
15	1/14	9,799	97%			
16	1/15	9,571	86%			
17	1/16	5,360	7%	5360		
18	1/17	9,972	100%			
19	1/18	8,529	68%			
20	1/19	5,277	5%	5277		

The bar chart on the right, titled 'Guest Count', shows the daily guest counts for the period from 1/1 to 2/28. The y-axis ranges from 0 to 12,000. A green arrow points from the 'Fill Handle' (the small square at the bottom-right of cell E3) to the bar chart, indicating the action of dragging the formula down to populate the rest of the column.

# Step 9: Drag It Left

The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'Home' tab. The font settings are Calibri, size 11. The formula bar shows the formula `=IF(A2>D$1,$C2<=E$1,$B2,"")`. The spreadsheet data is as follows:

	A	B	C	E	F	G	
1	Date	Guest Count	PercentRank	25%	50%	75%	100%
2	1/1	8,010	63%	8010			
3	1/2	6,592	29%	6592			
4	1/3	7,520	51%				
5	1/4	9,765	92%				
6	1/5	6,285	24%	6285			
7	1/6	8,934	75%				
8	1/7	9,794	95%				
9	1/8	5,953	20%	5953			
10	1/9	9,015	76%				
11	1/10	8,407	66%				
12	1/11	5,844	17%	5844			
13	1/12	9,488	85%				
14	1/13	5,460	10%	5460			
15	1/14	9,799	97%				
16	1/15	9,571	86%				
17	1/16	5,360	7%	5360			
18	1/17	9,972	100%				
19	1/18	8,529	68%				
20	1/19	5,277	5%	5277			

The bar chart on the right is titled 'Guest Count' and displays the daily guest counts from the spreadsheet. The y-axis ranges from 0 to 12,000. The x-axis shows dates from 1/1 to 2/28. The chart shows a fluctuating pattern of guest counts, with a notable peak around 1/24.

# Step 10: Drag It Down

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Format Painter' icon is highlighted with a green arrow. The spreadsheet data is as follows:

	A	B	C	E	F	G	
1	Date	Guest Count	PercentRank	25%	50%	75%	100%
2	1/1	8,010	63%		8010		
3	1/2	6,592	29%	6592			
4	1/3	7,520	51%		7520		
5	1/4	9,765	92%			9765	
6	1/5	6,285	24%	6285			
7	1/6	8,934	75%		8934		
8	1/7	9,794	95%			9794	
9	1/8	5,953	20%	5953			
10	1/9	9,015	76%			9015	
11	1/10	8,407	66%		8407		
12	1/11	5,844	17%	5844			
13	1/12	9,488	85%			9488	
14	1/13	5,460	10%	5460			
15	1/14	9,799	97%			9799	
16	1/15	9,571	86%			9571	
17	1/16	5,360	7%	5360			
18	1/17	9,972	100%			9972	
19	1/18	8,529	68%		8529		
20	1/19	5,277	5%	5277			

The bar chart on the right is titled 'Guest Count' and shows the guest count for each date from 1/1 to 2/28. The y-axis ranges from 0 to 12,000. The bars are blue and show a fluctuating pattern of guest counts over time.

# Step 11: Insert Chart

The screenshot displays the Microsoft Excel interface. The 'Insert' tab is active, and the 'Recommended Charts' task pane is open, showing '2-D Column' as the selected chart type. A green arrow points to this selection. The spreadsheet data is as follows:

	A	B	C	D	E	F
1	Date	Guest Count	PercentRank	25%	50%	75%
2	1/1	8,010	63%			8,010
3	1/2	6,592	29%		6,592	
4	1/3	7,520	51%			7,520
5	1/4	9,765	92%			9,765
6	1/5	6,285	24%	6,285		
7	1/6	8,934	75%			8,934
8	1/7	9,794	95%			9,794
9	1/8	5,953	20%	5,953		
10	1/9	9,015	76%			9,015
11	1/10	8,407	66%			8,407
12	1/11	5,844	17%	5,844		
13	1/12	9,488	85%			9,488
14	1/13	5,460	10%	5,460		
15	1/14	9,799	97%			9,799
16	1/15	9,571	86%			9,571
17	1/16	5,360	7%	5,360		
18	1/17	9,972	100%			9,972
19	1/18	8,529	68%			8,529
20	1/19	5,277	5%	5,277		

The chart area shows a bar chart with a vertical axis ranging from 0,000 to 2,000 and a horizontal axis with dates from 1/25 to 2/28. The bars represent the 'Guest Count' data from the spreadsheet.

# Step 12: Insert Data Range In The Chart

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon selected. A chart is displayed on the right side of the spreadsheet, and a data range is highlighted in green. A green arrow points from the 'Guest Count' column in the spreadsheet to the chart area.

**Chart Design Ribbon:**

- Chart Layouts: Add Chart Element, Quick Layout
- Change Colors
- Chart Styles: Multiple style thumbnails
- Data: Switch Row/Column, Select Data
- Type: Change Chart Type
- Location: Move Chart

**Spreadsheet Data:**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Date	Guest Count	PercentRank	25%	50%	75%	100%													
2	1/1	8,010	63%																	
3	1/2	6,592	29%			6,592														
4	1/3	7,520	51%																	
5	1/4	9,765	92%																	
6	1/5	6,285	24%	6,285																
7	1/6	8,934	75%			8,934														
8	1/7	9,794	95%																	
9	1/8	5,953	20%	5,953																
10	1/9	9,015	76%																	
11	1/10	8,407	66%			8,407														
12	1/11	5,844	17%	5,844																
13	1/12	9,488	85%																	
14	1/13	5,460	10%	5,460																
15	1/14	9,799	97%																	
16	1/15	9,571	86%																	
17	1/16	5,360	7%	5,360																
18	1/17	9,972	100%																	
19	1/18	8,529	68%			8,529														
20	1/19	5,277	5%	5,277																

**Chart Data:**

Date	Guest Count
1/1	8,010
1/2	6,592
1/3	7,520
1/4	9,765
1/5	6,285
1/6	8,934
1/7	9,794
1/8	5,953
1/9	9,015
1/10	8,407
1/11	5,844
1/12	9,488
1/13	5,460
1/14	9,799
1/15	9,571
1/16	5,360
1/17	9,972
1/18	8,529
1/19	5,277

# Step 13: Add Series

The screenshot displays the Microsoft Excel interface with the 'Select Data Source' dialog box open. A green arrow points to the 'Add' button in the 'Legend Entries (Series)' section. The background shows a data table with columns for Date, Guest Count, and PercentRank, and a bar chart showing the Guest Count data.

	A	B	C	D	E
1	Date	Guest Count	PercentRank	25%	50%
2	1/1	8,010	63%		
3	1/2	6,592	29%		6,592
4	1/3	7,520	51%		
5	1/4	9,765	92%		
6	1/5	6,285	24%	6,285	
7	1/6	8,934	75%		
8	1/7	9,794	95%		
9	1/8	5,953	20%	5,953	
10	1/9	9,015	76%		
11	1/10	8,407	66%		8,407
12	1/11	5,844	17%	5,844	
13	1/12	9,488	85%		
14	1/13	5,460	10%	5,460	
15	1/14	9,799	97%		
16	1/15	9,571	86%		
17	1/16	5,360	7%	5,360	
18	1/17	9,972	100%		9,972
19	1/18	8,529	68%		8,529
20	1/19	5,277	5%	5,277	

# Step 14: Add Data Series, Press OK

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon active. An 'Edit Series' dialog box is open, allowing the user to add a new data series to the chart. The dialog box is configured as follows:

- Series name: `=Value-Based Formatting!$D$1`
- Series values: `=Value-Based Formatting!$D$2:$D$61`

The 'OK' button is highlighted, indicating the user is ready to confirm the addition of the new data series. The background shows a bar chart with blue bars representing data points for each date from 1/1 to 1/19. The y-axis represents Guest Count, ranging from 0 to 12,000. The x-axis represents dates. The spreadsheet data is as follows:

Date	Guest Count	PercentRank
1/1	8,010	63%
1/2	6,592	29%
1/3	7,520	51%
1/4	9,765	92%
1/5	6,285	24%
1/6	8,934	75%
1/7	9,794	95%
1/8	5,953	20%
1/9	9,015	76%
1/10	8,407	66%
1/11	5,844	17%
1/12	9,488	85%
1/13	5,460	10%
1/14	9,799	97%
1/15	9,571	86%
1/16	5,360	7%
1/17	9,972	100%
1/18	8,529	68%
1/19	5,277	5%



# Step 15: Edit Horizontal Axis

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and has a close button (X) in the top right corner. The 'Chart data range' is set to '=Value-Based Form...!\$D\$1:\$D\$61'. The 'Legend Entries (Series)' section has an 'Add' button highlighted with a blue box. The 'Horizontal (Category) Axis Labels' section has an 'Edit' button highlighted with a green box and a green arrow pointing to it. The chart in the background shows a series of blue bars representing data points over time, with the x-axis labels ranging from 1/29 to 2/28. The y-axis labels range from 0 to 4,000. The chart is a bar chart with a white background and a light gray grid.

Row	Category	Value	Percentage	Other Value
2	1/1	8,010	63%	
3	1/2	6,592	29%	6,592
4	1/3	7,520	51%	
5	1/4	9,765	92%	
6	1/5	6,285	24%	6,285
7	1/6	8,934	75%	
8	1/7	9,794	95%	
9	1/8	5,953	20%	5,953
10	1/9	9,015	76%	
11	1/10	8,407	66%	
12	1/11	5,844	17%	5,844
13	1/12	9,488	85%	
14	1/13	5,460	10%	5,460
15	1/14	9,799	97%	
16	1/15	9,571	86%	
17	1/16	5,360	7%	5,360
18	1/17	9,972	100%	
19	1/18	8,529	68%	8,529
20	1/19	5,277	5%	5,277
21	1/20	7,900	59%	7,900

# Step 16: Edit Horizontal Axis, Press OK

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. An 'Axis Labels' dialog box is open, showing the 'Horizontal Axis' tab. The 'Axis label range' is set to '\$A\$2:\$A\$61'. A green arrow points to the 'OK' button in the dialog box. Another green arrow points to the date range in the spreadsheet.

Date	Guest Count	PercentRank	25%	50%	75%	100%
1/1	8,010	63%			8,010	
1/2	6,592	29%		6,592		
1/3	7,520	51%			7,520	
1/4	9,765	92%				
1/5	6,285	24%	6,285			
1/6	8,934	75%			8,934	
1/7	9,794	95%				
1/8	5,953	20%	5,953			
1/9	9,015	76%				
1/10	8,407	66%			8,407	
1/11	5,844	17%	5,844			
1/12	9,488	85%				
1/13	5,460	10%	5,460			
1/14	9,799	97%				
1/15	9,571	86%				
1/16	5,360	7%	5,360			
1/17	9,972	100%				
1/18	8,529	68%			8,529	
1/19	5,277	5%	5,277			

# Step 17: Click OK

The screenshot shows the Microsoft Excel interface with the 'Select Data Source' dialog box open. The dialog box is titled 'Select Data Source' and has a 'Chart data range' field containing the formula `= 'Value-Based Formatting'!$A$1:$A$61, 'Value-Based Formatting'!$D$1:$D$61`. Below the range field is a 'Switch Row/Column' button. The dialog box has two main sections: 'Legend Entries (Series)' and 'Horizontal (Category) Axis Labels'. The 'Legend Entries (Series)' section has 'Add', 'Edit', and 'Remove' buttons, and a list with one entry '25%' checked. The 'Horizontal (Category) Axis Labels' section has an 'Edit' button and a list of dates: 1/1, 1/8, 1/15, 1/22, 1/29, 2/5, 2/12, 2/19, and 2/26, all of which are checked. A green arrow points to the 'OK' button at the bottom right of the dialog box. The background shows a spreadsheet with columns A, B, C, and D, and rows 2 through 21. The chart displays blue bars for each date from 1/1 to 2/28.

	A	B	C	D
2	1/1	8,010	63%	
3	1/2	6,592	29%	
4	1/3	7,520	51%	
5	1/4	9,765	92%	
6	1/5	6,285	24%	6,285
7	1/6	8,934	75%	
8	1/7	9,794	95%	
9	1/8	5,953	20%	5,953
10	1/9	9,015	76%	
11	1/10	8,407	66%	
12	1/11	5,844	17%	5,844
13	1/12	9,488	85%	
14	1/13	5,460	10%	5,460
15	1/14	9,799	97%	
16	1/15	9,571	86%	
17	1/16	5,360	7%	5,360
18	1/17	9,972	100%	
19	1/18	8,529	68%	8,529
20	1/19	5,277	5%	5,277
21	1/20	7,900	59%	7,900

# Step 18: Click On Chart, Expand The Range

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon selected. The data table on the left is as follows:

Date	Guest Count	Percent	Rank
1/1	8,010	3%	25%
1/2	6,592	9%	10%
1/3	7,520	1%	75%
1/4	9,765	2%	100%
1/5	6,285	4%	6,285
1/6	8,934	5%	8,934
1/7	9,794	5%	9,794
1/8	5,953	0%	5,953
1/9	9,015	6%	9,015
1/10	8,407	6%	8,407
1/11	5,844	7%	5,844
1/12	9,488	5%	9,488
1/13	5,460	0%	5,460
1/14	9,799	7%	9,799
1/15	9,571	6%	9,571
1/16	5,360	7%	5,360
1/17	9,972	10%	9,972
1/18	8,529	8%	8,529
1/19	5,277	5%	5,277

The bar chart on the right displays the 'Guest Count' data. A green box highlights the data range in the table (rows 1-19, columns A-D), and a green arrow points from this box to the chart. Another green arrow points to the chart area. The chart shows a bar for each date, with the y-axis representing the guest count (0 to 12,000) and the x-axis representing the dates. The chart is titled 'Chart 13' and has a 'Plot Area' label. The chart area is currently set to show data for the first 25% of the range.

# Step 19: Put The Chart Just Below

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon active. The data table is as follows:

Date	Guest Count	PercentRank	25%	50%	75%	100%
1/1	8,010	63%			8,010	
1/2	6,592	29%		6,592		
1/3	7,520	51%			7,520	
1/4	9,765	92%				
1/5	6,285	24%	6,285			
1/6	8,934	75%			8,934	
1/7	9,794	95%				
1/8	5,953	20%	5,953			
1/9	9,015	76%				
1/10	8,407	66%			8,407	
1/11	5,844	17%	5,844			
1/12	9,488	85%				
1/13	5,460	10%	5,460			
1/14	9,799	97%				
1/15	9,571	86%				
1/16	5,360	7%	5,360			
1/17	9,972	100%				
1/18	8,529	68%			8,529	
1/19	5,277	5%	5,277			

The chart is a clustered bar chart with the following data series:

- Guest Count (Blue bars)
- 25% PercentRank (Orange bars)
- 50% PercentRank (Yellow bars)
- 75% PercentRank (Light Blue bars)
- 100% PercentRank (Dark Blue bars)

A green rounded rectangle highlights the chart area, and a green arrow points to the bottom-right corner of the chart, indicating the instruction to move it below the data.

# Step 20: Click On Chart Column, Format Data

The screenshot displays the Microsoft Excel interface with the **Chart Design** tab selected. The chart area shows a bar chart with a context menu open over a column. The menu options are:

- Delete
- Reset to Match Style
- Change Series Chart Type...
- Select Data...
- 3-D Rotation...
- Add Data Labels
- Add Trendline...
- Format Data Series...** (highlighted with a green box)

Two green arrows point to the column being formatted and the **Format Data Series...** option in the menu.

The data source for the chart is shown in the formula bar: `=SERIES('Value-Based Formatting'!$G$1,'Value-Based Formatting'!$A$2:$A$61,'Value-Based Formatting'!$G$2:$G$61,4)`

	D	E	F	G
1	25%	50%	75%	100%
2			8,010	
3		6,592		
4			7,520	
5			9,765	
6	6,285			
7			8,934	
8			9,794	
9	5,953			
10			9,015	
11			8,407	
12	5,844			
13			9,488	
14	5,460		9,799	
15			9,571	
16				
17	5,360			
18			9,972	
19			8,529	
20	5,277			

# Step 21: Click Columns, Customize The Width

The screenshot displays the Microsoft Excel interface with the 'Chart Design' ribbon active. A bar chart is embedded in a worksheet. The 'Format Data Series' task pane is open on the right, showing the 'Series Options' section. A green arrow points from the chart to the 'Series Options' section, specifically to the 'Series Overlap' and 'Gap Width' settings.

**Chart Formula:** `=SERIES('Value-Based Formatting'!$E$1,'Value-Based Formatting'!$A$2:$A$61,'Value-Based Formatting'!$E$2:$E$61,2)`

Column	Value
D	25%
E	50%
F	75%
G	100%

**Format Data Series - Series Options**

- Primary Axis
- Secondary Axis
- Series Overlap: 100%
- Gap Width: 150%



# Step 22: Select Series "25%", Select Color

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

- Formula Bar:** `=SERIES('Value-Based Formatting'!$D$1,'Value-Based Formatting'!$A$2:$A$61,'Value-Based Formatting'!$D$2:$D$61,1)`
- Worksheet Data:**

	D	E	F	G
1	25%	50%	75%	100%
2			8,010	
3		6,592		
4			7,520	
5			9,765	
6	6,285			
7			8,934	
8			9,794	
9	5,953			
10			9,015	
11		8,407		
12	5,844			
13			9,488	
14	5,460			
15			9,799	
16			9,571	
17	5,360			
18			9,972	
19		8,529		
20	5,277			
- Chart Design:** The chart is a grouped bar chart with four series: 25% (blue), 50% (yellow), 75% (orange), and 100% (grey). The x-axis shows dates from 1/1 to 2/24.
- Format Data Series Task Pane:**
  - Series Options:** A dropdown menu is open, showing a list of series: "25%", "50%", "75%", and "100%". The "25%" series is selected and highlighted.
  - Color:** A color selection tool is open, showing a color palette.



# Step 23: Select Series "50%", Select Color

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

- Excel Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help, Chart Design, Format.
- Formula Bar:** Chart 13, fx, =SERIES('Value-Based Formatting'!\$E\$1,'Value-Based Formatting'!\$A\$2:\$A\$61,'Value-Based Formatting'!\$E\$2:\$E\$61,2)
- Worksheet Data:**

	D	E	F	G
1	25%	50%	75%	100%
2			8,010	
3		6,592		
4			7,520	
5			9,765	
6	6,285			
7			8,934	
8			9,794	
9	5,953			
10			9,015	
11			8,407	
12	5,844			
13			9,488	
14	5,460			
15			9,799	
16			9,571	
17	5,360			
18			9,972	
19			8,529	
20	5,277			
- Chart Design:** A bar chart with four series: 25% (grey), 50% (blue), 75% (yellow), and 100% (pink). The x-axis shows dates from 1/1 to 2/24.
- Format Data Series Task Pane:** The 'Series Options' dropdown is open, showing a list of series: Series "25%", Series "50%", Series "75%", and Series "100%". The 'Series "50%"' option is selected. The 'Color' dropdown is also open, showing a color selection icon.

# Step 24: Select Series "75%", Select Color

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

- Excel Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help, Chart Design, Format.
- Formula Bar:** Chart 13, fx, =SERIES('Value-Based Formatting'!\$F\$1,'Value-Based Formatting'!\$A\$2:\$A\$61,'Value-Based Formatting'!\$F\$2:\$F\$61,3)
- Spreadsheet Data:**

	D	E	F	G
1	25%	50%	75%	100%
2			8,010	
3		6,592		
4			7,520	
5				9,765
6	6,285			
7			8,934	
8				9,794
9	5,953			
10			8,407	
11		5,844		
12			9,488	
13	5,460			9,799
14			9,571	
15				9,972
16	5,360			
17			8,529	
18				
19				
20	5,277			
- Chart:** A clustered bar chart with four series: 25% (blue), 50% (yellow), 75% (magenta), and 100% (pink). The x-axis shows dates from 1/1 to 2/24.
- Format Data Series Task Pane:** The 'Series Options' dropdown is open, showing the following series: Series "25%", Series "50%", Series "75%" (selected), and Series "100%". The 'Color' dropdown is also open, showing a color selection tool.

# Step 25: Select Series "100%", Select Color

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

- Excel Ribbon:** Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help, Chart Design, Format.
- Formula Bar:** `=SERIES('Value-Based Formatting'!$G$1,'Value-Based Formatting'!$A$2:$A$61,'Value-Based Formatting'!$G$2:$G$61,4)`
- Worksheet:** Columns D through S. Row 1 contains percentages: 25%, 50%, 75%, 100%. Rows 2-20 contain numerical values for each percentage.
- Chart:** A clustered bar chart showing data points for each date from 1/1 to 2/24. The 100% series is highlighted in blue.
- Format Data Series Task Pane:** Shows 'Series Options' dropdown, 'Fill' options (No fill, Solid fill, Gradient fill, Pattern fill, Auto fill), 'Color' dropdown, and 'Transparency' slider. The 'Series \"100%\"' entry is selected, and the 'Color' dropdown is open.

Row	25%	50%	75%	100%
1	25%	50%	75%	100%
2			8,010	
3		6,592		
4			7,520	
5				9,765
6	6,285			
7			8,934	
8				9,794
9	5,953			
10			8,407	
11				9,015
12	5,844			
13			9,488	
14	5,460			
15			9,799	
16			9,571	
17	5,360			
18			9,972	
19			8,529	
20	5,277			

# Step 26: Completed

Microsoft Excel interface showing a spreadsheet and two bar charts.

**Spreadsheet Data:**

Date	Guest Count	PercentRank	25%	50%	75%	100%
1/1	8,010	63%			8,010	
1/2	6,592	29%		6,592		
1/3	7,520	51%			7,520	
1/4	9,765	92%				9,765
1/5	6,285	24%	6,285			
1/6	8,934	75%			8,934	
1/7	9,794	95%				9,794
1/8	5,953	20%	5,953			
1/9	9,015	76%				9,015
1/10	8,407	66%			8,407	
1/11	5,844	17%	5,844			
1/12	9,488	85%				9,488
1/13	5,460	10%	5,460			
1/14	9,799	97%				9,799
1/15	9,571	86%				9,571
1/16	5,360	7%	5,360			
1/17	9,972	100%				9,972
1/18	8,529	68%			8,529	
1/19	5,277	5%	5,277			

**Top Chart (Blue Bars):** A bar chart showing the Guest Count (Y-axis, 0 to 12,000) over time (X-axis, 1/1 to 2/28). The bars represent the Guest Count for each date, with values ranging from approximately 5,277 to 9,972.

**Bottom Chart (Purple/Pink Bars):** A bar chart showing the PercentRank (Y-axis, 0 to 12,000) over time (X-axis, 1/1 to 2/28). The bars represent the PercentRank for each date, with values ranging from approximately 5% to 100%.

Navigation: Value-Based Formatting | Blank