

# Waterfall Chart



# Timelapse



# Step 1: Select Range A1:B13

The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'Home' tab, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The active worksheet is named '14. Waterfall Chart'. The data table is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	<b>Gross Revenue</b>	<b>\$100,000</b>																			
2	<i>Cost of goods sold</i>	<i>(\$30,000)</i>																			
3	<i>Returns</i>	<i>\$8,000</i>																			
4	<b>Gross Profit</b>	<b>\$78,000</b>																			
5	<i>Marketing</i>	<i>(\$10,000)</i>																			
6	<i>Commissions</i>	<i>(\$4,500)</i>																			
7	<i>Payroll</i>	<i>(\$24,000)</i>																			
8	<i>Equipment</i>	<i>(\$6,800)</i>																			
9	<b>Operating Income</b>	<b>\$32,700</b>																			
10	<i>Interest Revenue</i>	<i>\$4,500</i>																			
11	<i>Interest Expense</i>	<i>(\$2,000)</i>																			
12	<i>Loss from Lawsuit</i>	<i>(\$9,000)</i>																			
13	<b>Net income</b>	<b>\$26,200</b>																			

The range A1:B13 is selected, highlighted in green, and indicated by a green arrow. The status bar at the bottom shows 'Waterfall Chart' and 'Blank'.

# Step 2: Insert Waterfall Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The 'Charts' group in the ribbon is expanded, and the 'Waterfall' chart type is highlighted with a green box. A green arrow points to the 'Waterfall' icon. A tooltip for the 'Waterfall' chart type is displayed, providing instructions on when to use it.

**Waterfall**  
Use this chart type to:  
• Show cumulative effect of a series of positive and negative values.  
Use it when:  
• You have data representing inflows and outflows such as financial data.

**Funnel**  
**Stock**  
**Surface**  
**Radar**  
[More Stock Charts...](#)

	A	B	C	D	E	F	G	H	M	N	O	P	Q	R	S	T	U
1	<b>Gross Revenue</b>	<b>\$100,000</b>															
2	Cost of goods sold	(\$30,000)															
3	Returns	\$8,000															
4	<b>Gross Profit</b>	<b>\$78,000</b>															
5	Marketing	(\$10,000)															
6	Commissions	(\$4,500)															
7	Payroll	(\$24,000)															
8	Equipment	(\$6,800)															
9	<b>Operating Income</b>	<b>\$32,700</b>															
10	Interest Revenue	\$4,500															
11	Interest Expense	(\$2,000)															
12	Loss from Lawsuit	(\$9,000)															
13	<b>Net income</b>	<b>\$26,200</b>															

# Step 3: Delete Chart Title

The screenshot shows the Microsoft Excel interface with the 'Chart Design' ribbon selected. A Waterfall Chart is displayed, showing the contribution of various items to the total net income. The chart title 'Chart Title' is highlighted with a green box, and a green arrow points to it from the 'Chart Styles' gallery. The data is as follows:

Item	Value
Gross Revenue	\$100,000
Cost of goods sold	(\$30,000)
Returns	\$8,000
Gross Profit	\$78,000
Marketing	(\$10,000)
Commissions	(\$4,500)
Payroll	(\$24,000)
Equipment	(\$6,800)
Operating Income	\$32,700
Interest Revenue	\$4,500
Interest Expense	(\$2,000)
Loss from Lawsuit	(\$9,000)
Net income	\$26,200

# Step 4: Click Bar, Set As Total

The screenshot shows the Microsoft Excel interface with a waterfall chart. The chart displays the following data points:

Category	Value
Gross Revenue	\$100,000
Cost of goods sold	(\$30,000)
Returns	\$8,000
Gross Profit	\$78,000
Marketing	(\$10,000)
Commissions	(\$4,500)
Payroll	(\$24,000)
Equipment	(\$6,800)
Operating Income	\$32,700
Interest Revenue	\$4,500
Interest Expense	(\$2,000)
Loss from Lawsuit	(\$9,000)
Net income	\$26,200

The chart is a waterfall chart with a legend indicating 'Increase' (blue), 'Decrease' (orange), and 'Total' (grey). The 'Set as Total' option in the context menu is highlighted with a green box. A green arrow points from the 'Set as Total' option to the 'Gross Revenue' bar. Another green arrow points from the 'Gross Revenue' bar to the 'Net income' bar.

# Step 5: Click Bar, Set As Total

The screenshot shows the Microsoft Excel interface with a waterfall chart. The chart displays the following data series:

Category	Value
Gross Revenue	\$100,000
Cost of goods sold	(\$30,000)
Returns	\$8,000
Gross Profit	\$78,000
Marketing	(\$10,000)
Commissions	(\$4,500)
Payroll	(\$24,000)
Equipment	(\$6,800)
Operating Income	\$32,700
Interest Revenue	\$4,500
Interest Expense	(\$2,000)
Loss from Lawsuit	(\$9,000)
Net income	\$26,200

The context menu for the 'Gross Profit' bar includes the following options:

- Reset to Match Style
- Change Series Chart Type...
- Select Data...
- 3-D Rotation...
- Add Data Label
- Add Trendline...
- Format Data Label...
- Set as Total**
- Format Data Point...

# Step 6: Click Bar, Set As Total

The screenshot shows the Excel interface with a waterfall chart. The chart displays the following data points:

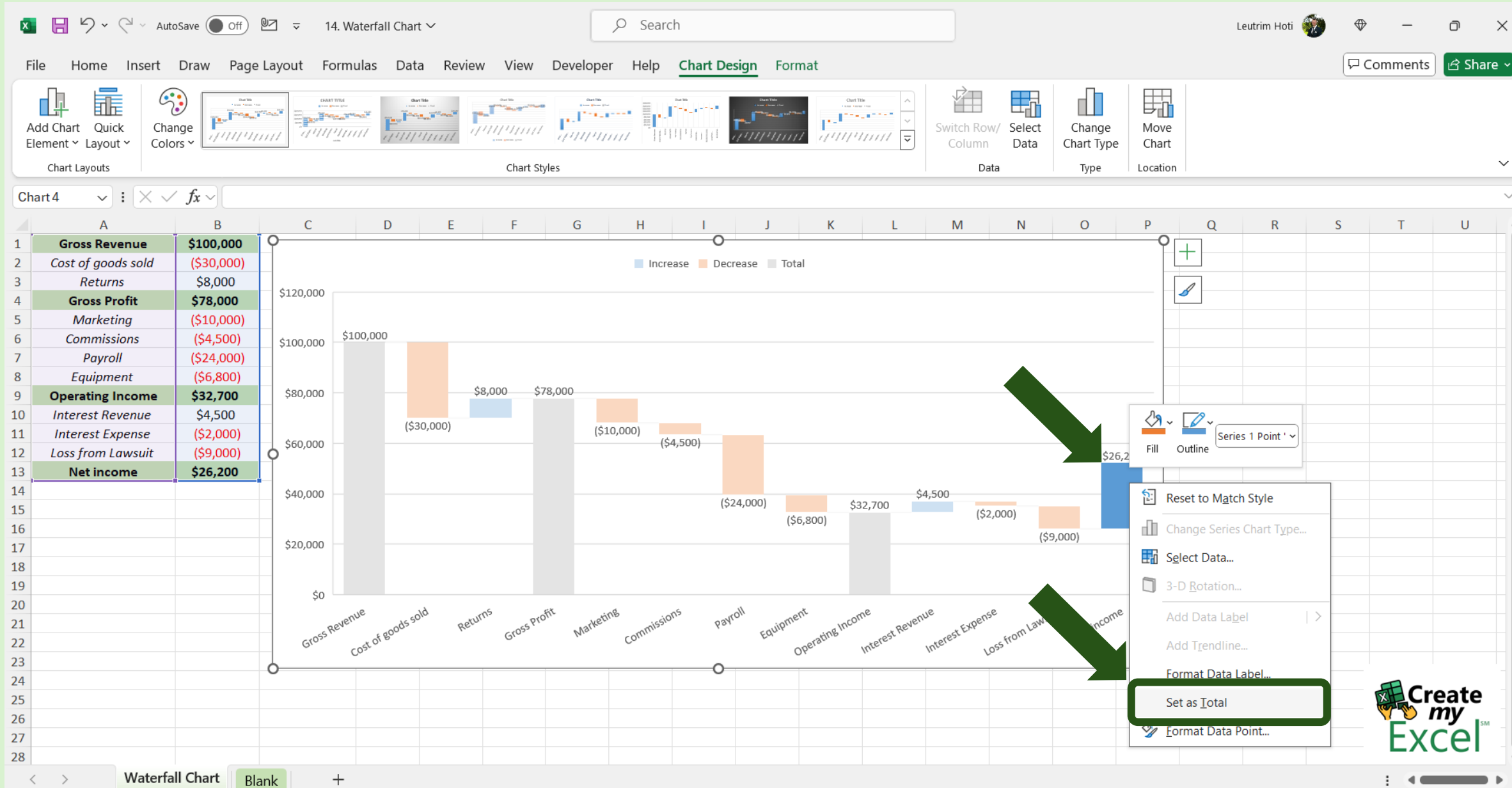
Category	Value
Gross Revenue	\$100,000
Cost of goods sold	(\$30,000)
Returns	\$8,000
Gross Profit	\$78,000
Marketing	(\$10,000)
Commissions	(\$4,500)
Payroll	(\$24,000)
Equipment	(\$6,800)
Operating Income	\$32,700
Interest Revenue	\$4,500
Interest Expense	(\$2,000)
Loss from Lawsuit	(\$9,000)
Net income	\$26,200

The context menu for the 'Operating Income' bar includes the following options:

- Fill
- Outline
- Series 1 Point ' (dropdown)
- Reset to Match Style
- Change Series Chart Type...
- Select Data...
- 3-D Rotation...
- Add Data Label
- Add Trendline...
- Format Data Label...
- Set as Total**
- Format Data Point...



# Step 7: Click Bar, Set As Total



# Step 8: Completed

