

# How can I create a Progress Tracker in Excel, and can you provide an example?

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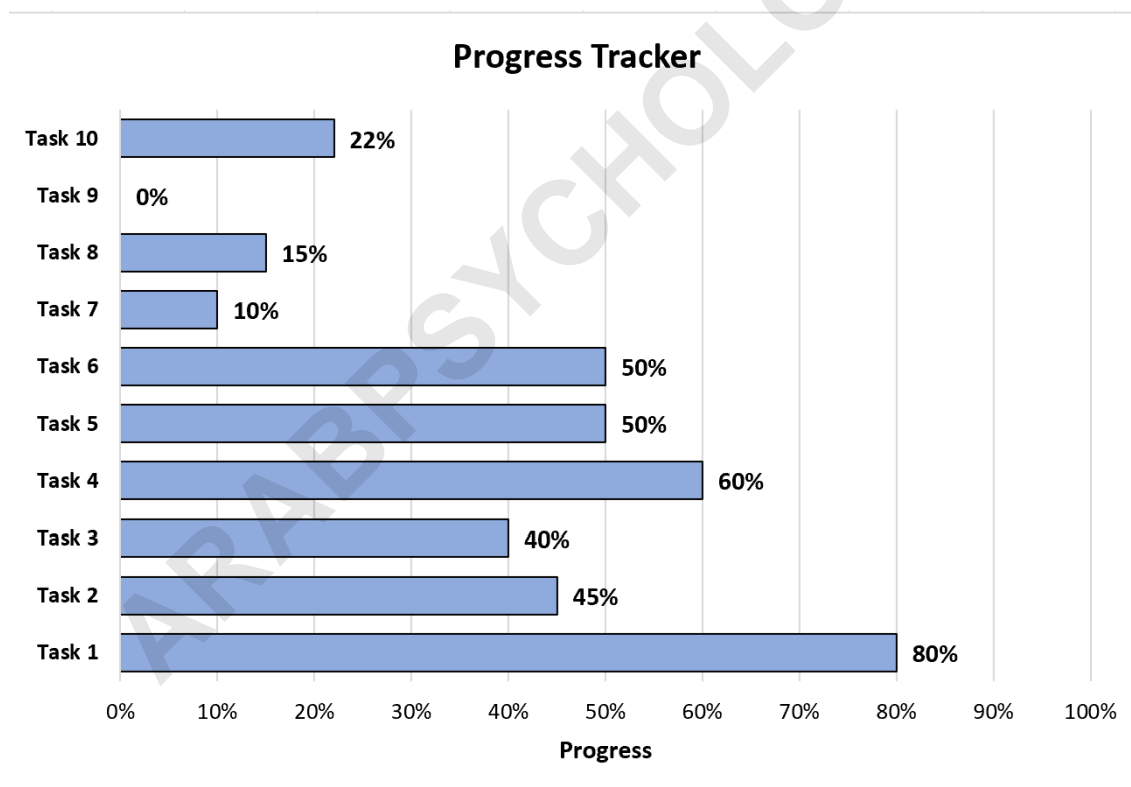
## RECOMMENDED CITATION

stats writer (2024). *How can I create a Progress Tracker in Excel, and can you provide an example?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=147458>

Creating a progress tracker in Excel allows you to visually monitor and track the progress of a project, task, or goal. This can be done by using various Excel formulas and tools, such as conditional formatting, data validation, and charts. By inputting relevant data and setting up the tracker correctly, you can easily track the completion and performance of your project. An example of a progress tracker in Excel could be a Gantt chart, which displays tasks and their corresponding deadlines in a visual timeline format. This provides a clear overview of the project's progress and helps identify any potential delays or issues.

## Create a Progress Tracker in Excel (With Example)

This step-by-step tutorial explains how to create the following progress tracker in Excel:



### Step 1: Enter the Data

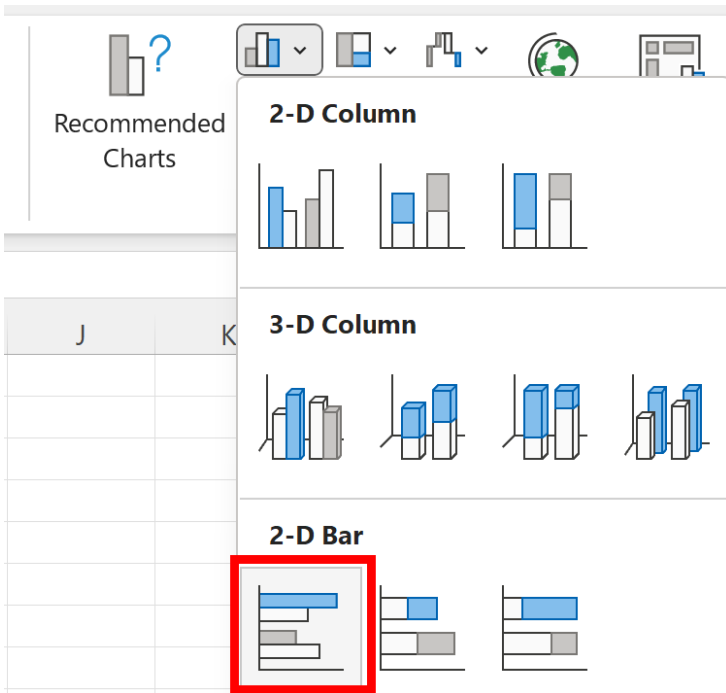
First, let's enter some data that shows the progress

**made on 10 different tasks:**

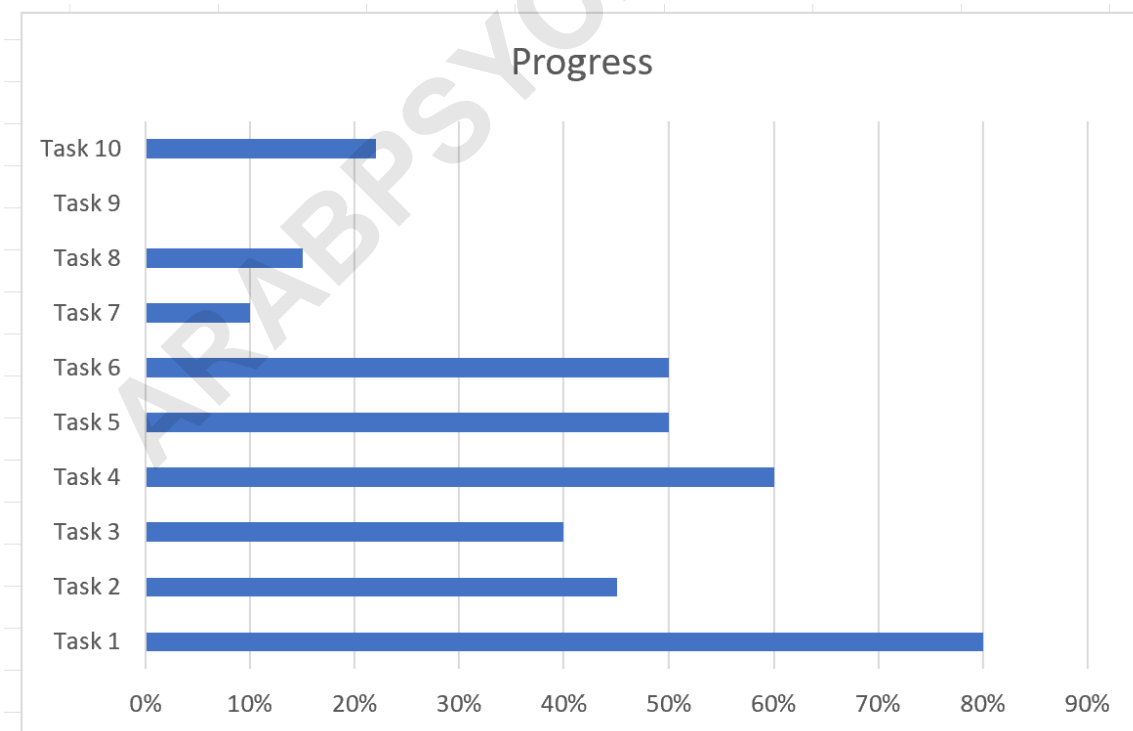
	A	B	C	D	E	F
1	<b>Task</b>	<b>Progress</b>				
2	Task 1	80%				
3	Task 2	45%				
4	Task 3	40%				
5	Task 4	60%				
6	Task 5	50%				
7	Task 6	50%				
8	Task 7	10%				
9	Task 8	15%				
10	Task 9	0%				
11	Task 10	90%				
12						
13						
14						
15						
16						
17						
18						

### **Step 2: Create Horizontal Bar Chart**

**Next, highlight the cell range A1:B11, then click the Insert tab along the top ribbon, then click the icon called Clustered 2-D Bar within the Charts group:**

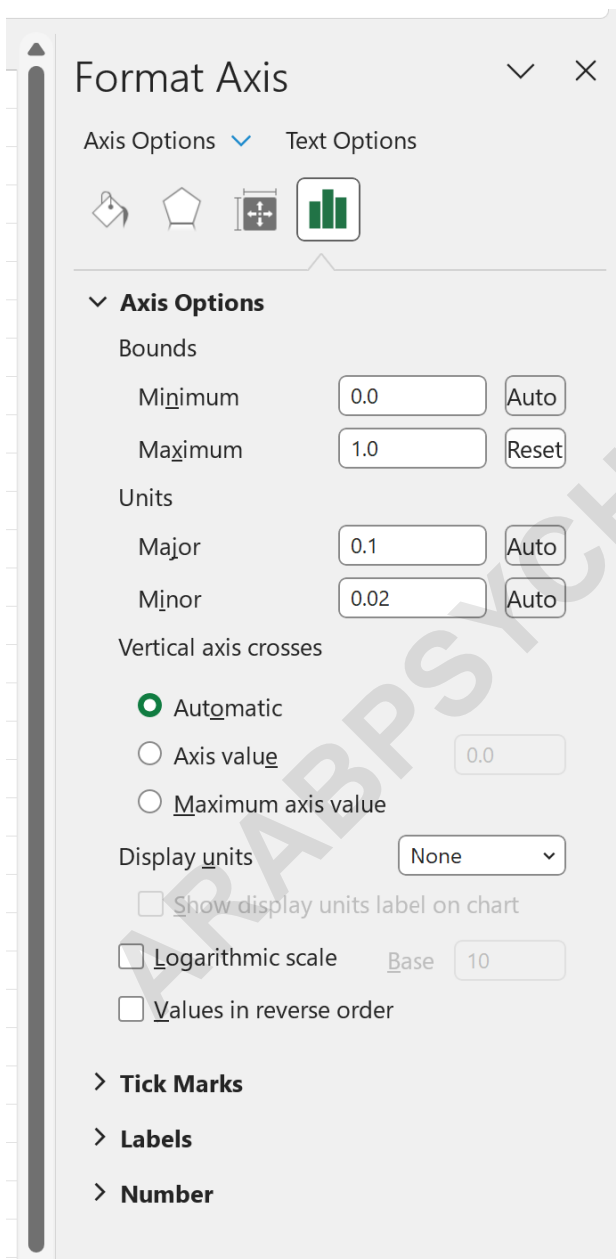


The following bar chart will appear:



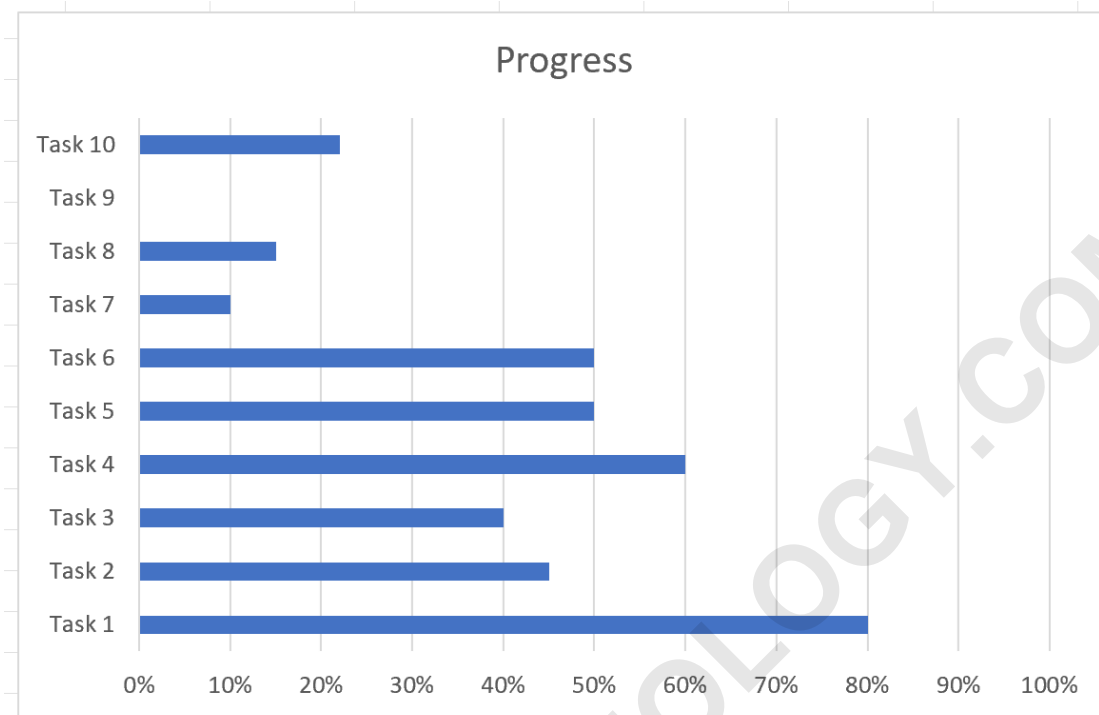
### Step 3: Customize the Axis Range

Next, double click the x-axis along the bottom of the chart. In the Format Axis panel that appears on the right side of the screen, change the Maximum value to 1:



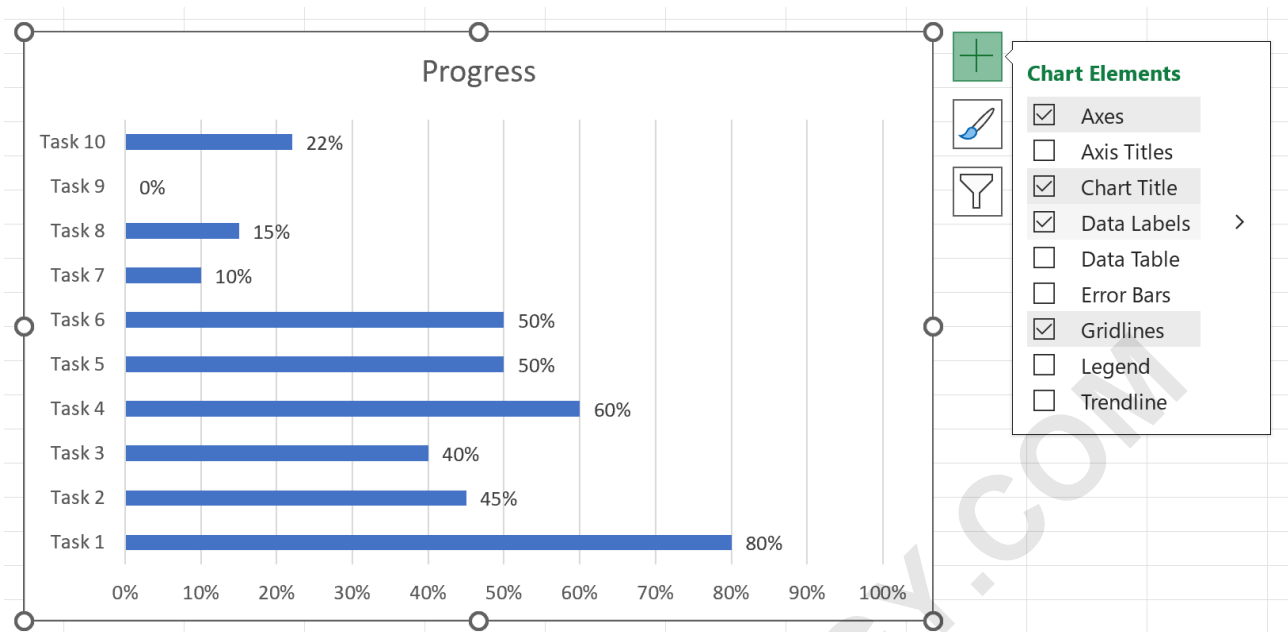
The x-axis of the chart will updated to range from 0% to

## 100%:



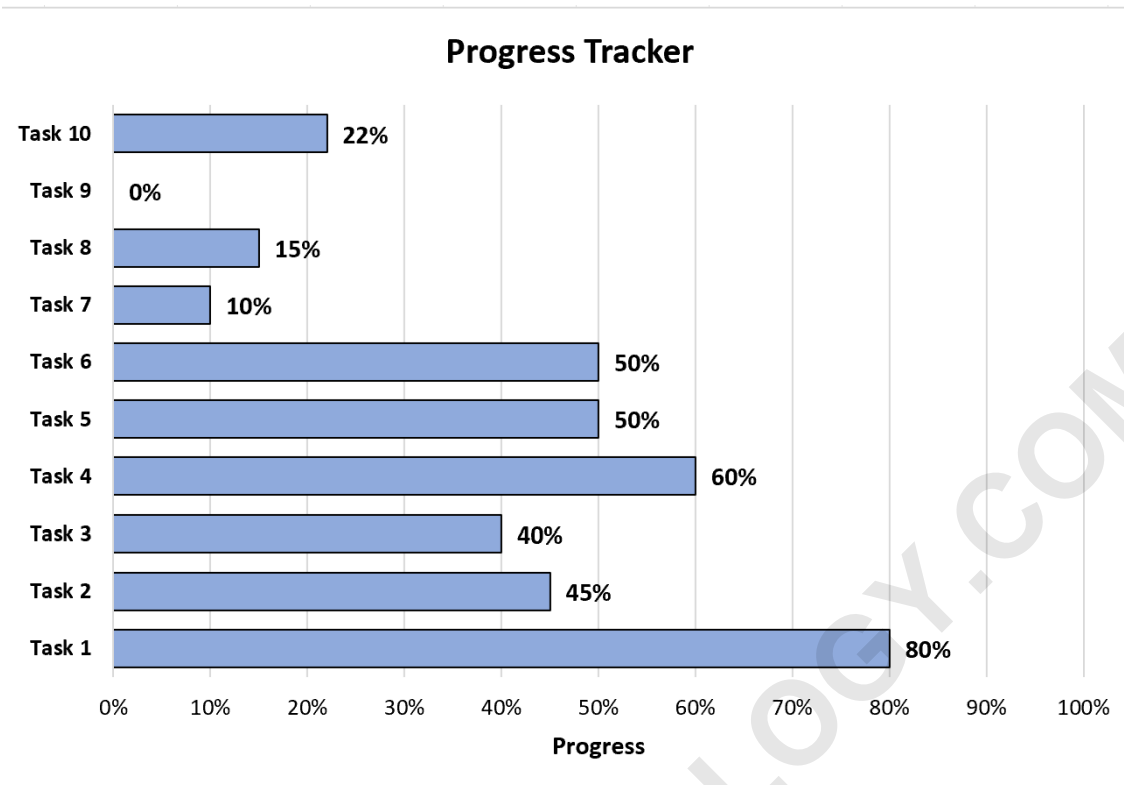
### Step 4: Add Data Labels

**Next, click anywhere on the chart. Then click the green plus sign in the top right corner of the chart and then check the box next to Data Labels to add labels to the end of each bar:**



### Step 5: Customize the Chart Appearance

Next, feel free to click on the individual elements of the chart such as the title, the data labels, the axis labels and the bars themselves to change the font size and bar colors:

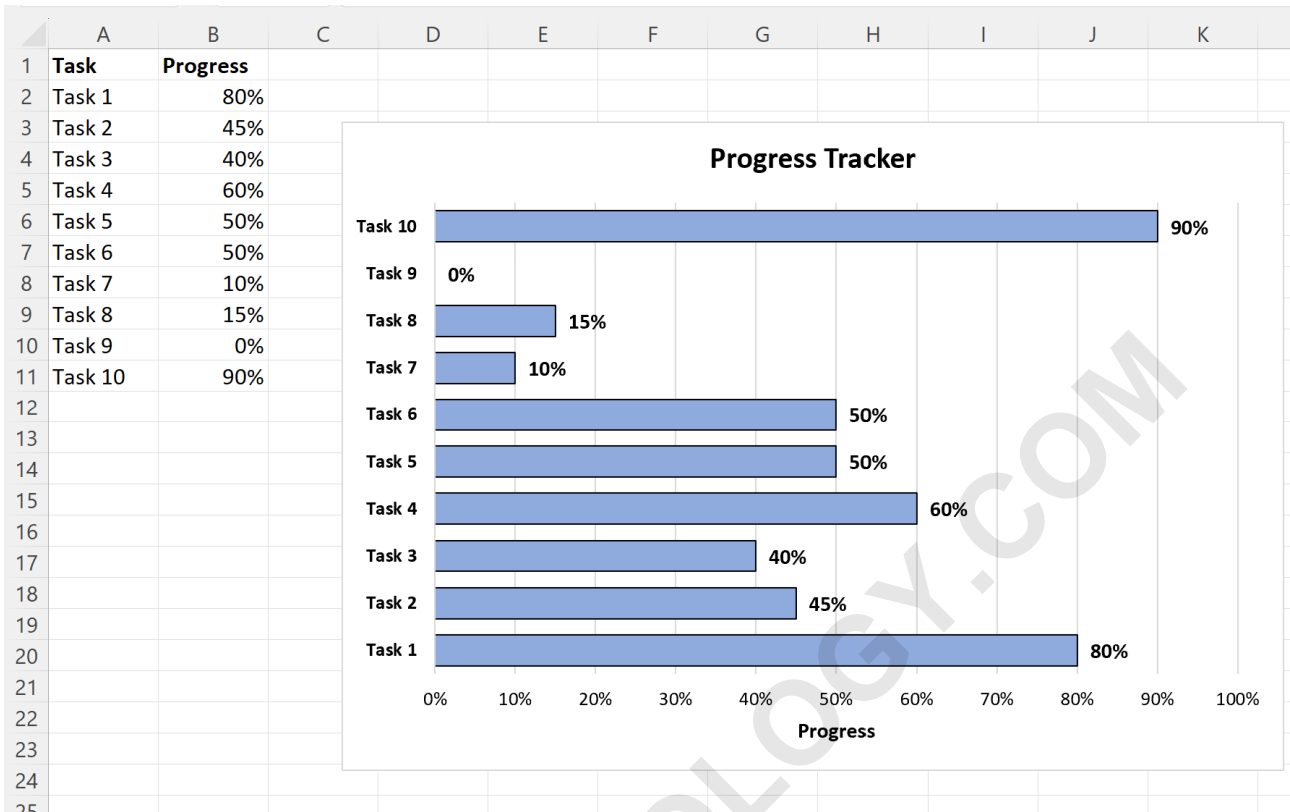


### Step 6: Update Data

If you update any of the values in the original dataset, the bars in the progress tracker will automatically update to reflect the new progress values.

For example, suppose we change the progress for Task 10 from 22% to 90%.

The progress bar for Task 10 will automatically update in the chart:



The following tutorials explain how to perform other common tasks in Excel: