

# How can I create progress bars in Google Sheets step-by-step?

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## RECOMMENDED CITATION

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Creating progress bars in Google Sheets is a simple and efficient way to visually track the progress of a project or task. This feature allows users to easily monitor the status of their work and identify areas that may need more attention. To create a progress bar in Google Sheets, follow these steps:

1. Open a new or existing Google Sheet document
2. Select the cells where you want the progress bar to appear
3. Click on the "Insert" menu at the top of the page
4. Hover over "Chart" and select "Chart Editor"
5. In the Chart Editor, click on the "Customize" tab
6. Under the "Chart Type" section, select "Bar"
7. Customize the bar chart by selecting the color, thickness, and direction of the bars
8. Under the "Series" section, click on the drop-down menu and select the data range that contains your progress data
9. Click on the "Add Another Range" button to add a secondary data range for the total amount
10. Adjust the formatting and labeling of the progress bar as desired
11. Click "Insert" to add the progress bar to your spreadsheet.

With these simple steps, you can easily create progress bars in Google Sheets to effectively track and monitor your progress.

## Create Progress Bars in Google Sheets (Step-by-Step)

**This step-by-step tutorial explains how to create the following progress bars in Google Sheets:**

	A	B	C	D
1	<b>Task</b>	<b>Progress</b>	<b>Progress Bar</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				

### Step 1: Enter the Data

First, let's enter some data that shows the progress percentage for 10 different tasks:

	A	B	C	D
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				

## Step 2: Add the Progress Bars

Next, type the following formula into cell C2 to create a progress bar for the first task:

```
=SPARKLINE(B2,{"charttype","bar";"max",1;"min",0;"color1","green"})
```

Copy and paste this formula down to every remaining cell in column C:

C2 fx =SPARKLINE(B2,{"charttype","bar";"max",1;"min",0;"color1","green"})

	A	B	C	D	E	F
1	<b>Task</b>	<b>Progress</b>	<b>Progress Bar</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						

The length of each progress bar in column C reflects the percentage value in column B.










### Step 3: Format the Progress Bars (Optional)

You can modify the progress bars to display specific colors based on the progress percentage.

For example, you can use the following formula to display a green progress bar if the percentage is greater than 70, else a yellow progress bar if the percentage is greater than 50, else a red progress bar:

```
=SPARKLINE(B2,{"charttype","bar";"max",1;"min",0;"color1",IF(B2>0.7,"green",IF(B2>0.5,"yellow","red"))})
```

The following screenshot shows how to use this formula in practice:

	A	B	C	D
1	<b>Task</b>	<b>Progress</b>	<b>Progress Bar</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				

Feel free to add a border around the cells and increase the length and width of the cells to make the progress bars larger and easier to read:

	A	B	C	D
1	<b>Task</b>	<b>Progress</b>	<b>Progress Bar</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				

### Additional Resources

The following tutorials explain how to create other common visualizations in Google Sheets: