

# How do I create progress bars in Excel step-by-step?

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## RECOMMENDED CITATION

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PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=162639>

Creating progress bars in Excel is a simple process that can help visually represent the completion of a task or project. To create a progress bar in Excel, follow these steps:

1. Open a new or existing Excel spreadsheet.
2. Select the cell where you want the progress bar to be located.
3. Click on the "Insert" tab at the top of the screen.
4. In the "Illustrations" section, click on "Shapes" and select the rectangle shape.
5. Draw the rectangle in the selected cell and adjust the size to your desired length.
6. Right-click on the rectangle and select "Format Shape."
7. In the "Format Shape" window, click on "Fill" and choose a color for the progress bar.
8. Under "Fill," click on "Gradient fill" and select "Linear" as the type.
9. Adjust the gradient stops to create a smooth transition of colors for the progress bar.
10. Under "Gradient stops," click on "Add" to add more stops and adjust the colors as desired.
11. In the "Format Shape" window, click on "Line Color" and select "No line" to remove the outline of the rectangle.
12. To add text to the progress bar, right-click on the rectangle and select "Edit Text."
13. Type in the desired text and adjust the font, size, and color as desired.
14. To update the progress bar, click on the rectangle and drag the handle to the desired length.
15. Repeat these steps for multiple progress bars on the same spreadsheet.
16. Save the spreadsheet to keep the progress bars for future use.

By following these simple steps, you can easily create progress bars in Excel to effectively track and visualize the progress of your tasks or projects.

## Create Progress Bars in Excel (Step-by-Step)

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

	A	B	C
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			

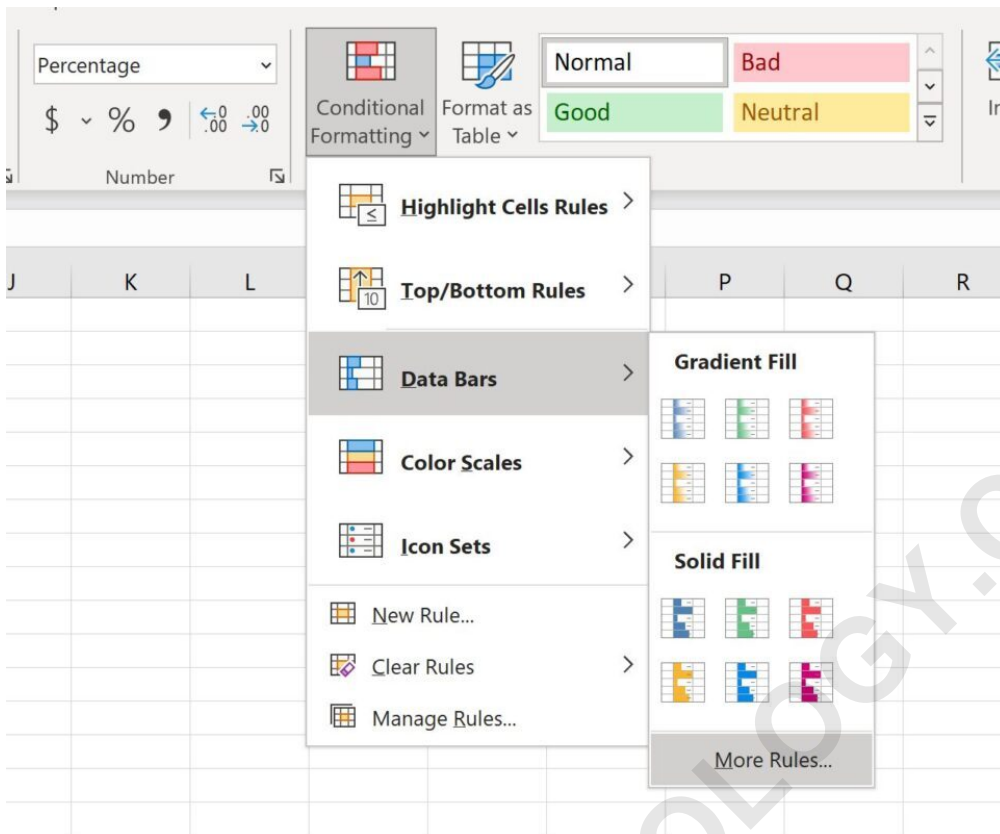
### Step 1: Enter the Data

First, let's enter some data that shows the progress percentage for 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: Add the Progress Bars

Next, highlight the cell range B2:B11 that contains the progress percentages, then click the Conditional Formatting icon on the Home tab, then click Data Bars, then click More Rules:



**A new window appears that allows you to format the data bars.**

**For Minimum, change the Type to Number and the Value to 0.**

**For Maximum, change the Type to Number and the Value to 1.**

**Then choose any color you'd like for the bars. We'll choose light green:**

	A	B	C	D	E	F	G	H	I	J
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										
19										
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22										
23										
24										
25										
26										
27										
28										
29										

**New Formatting Rule** ? X

Select a Rule Type:

- ▶ Format all cells based on their values
- ▶ Format only cells that contain
- ▶ Format only top or bottom ranked values
- ▶ Format only values that are above or below average
- ▶ Format only unique or duplicate values
- ▶ Use a formula to determine which cells to format

Edit the Rule Description:

**Format all cells based on their values:**

Format Style: Data Bar  Show Bar Only

Minimum: Type: Number Value: 0 Maximum: Type: Number Value: 1

**Bar Appearance:**

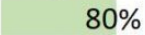








Fill: Solid Fill Color: [Green] Border: No Border Color: [Black] Bar Direction: Context

Negative Value and Axis...

Preview: [Green bar]

OK Cancel

Once you click OK, a progress bar will appear in each cell in column B:

	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						
19						
20						

### Step 3: Format the Progress Bars

Lastly, we can stretch out the column width and row width in our Excel spreadsheet so that the progress bars become larger and easier to read.

	A	B	C
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			

**Note that if you update any of the percentages, the length of the progress bar will automatically change.**

**For example, suppose we change the last progress percentage to 22%:**

	A	B	C
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	22%	
12			
13			
14			
15			
16			

**Notice that the progress bar automatically shortened to reflect this new percentage.**

### **Additional Resources**

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