**Instructions for Creating Figure 12.3: Thermometer Chart**

1. Create a single series column chart with one data value. Organize the data as shown.



1. Select cells A1:B2. From the **INSERT** tab, choose the **2-D Clustered Column** chart.



1. Format the y-axis. From the Format Axis task pane, expand AXIS OPTIONS. Set the Minimum Bound to 0.0, and the Maximum Bound to 1.



1. Delete the gridlines, chart title and x-axis label.



1. From the FORMAT DATA SERIES task pane, change the Gap Width to 0%.



1. Adjust the chart so that it is narrower. From the **Format Data Series** task pane, expand the column **FILL** menu. Select **Solid fill** and choose red. Expand the **BORDER** menu and choose **Solid line**, choose red.



1. Delete the chart border and ensure that the chart fill is set to “No fill.” Place the chart on an image of a thermometer. You may need to nudge the chart and/or the image of the thermometer so that the y-axis labels sits to the left of the image while the red column indicating progress remains centered within the image.

