

Gantt chart in Excel, how to create, how to draw Gantt chart in Excel

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You are the manager often have to manage projects with many jobs, so you want to use the Gantt chart in Excel to better manage projects. If you do not know how to draw Gantt chart in Excel, please refer to the following article.



The following article TipsMake.vn will guide you how to draw Gantt charts in Excel, please follow along.

Gantt chart in Excel?

Gantt chart (English is **Gantt chart**) is a form of showing the most classical project progress, invented by **Henry Gantt** in 1910. Although this chart is long time ago but due to its simple nature, it is easy to understand. Currently Gantt charts are still widely used in project management, even improved in modern project management software.

How to draw a Gantt chart in Excel

To draw a Gantt chart your data needs a start date, an end date, and a time period to complete each job.

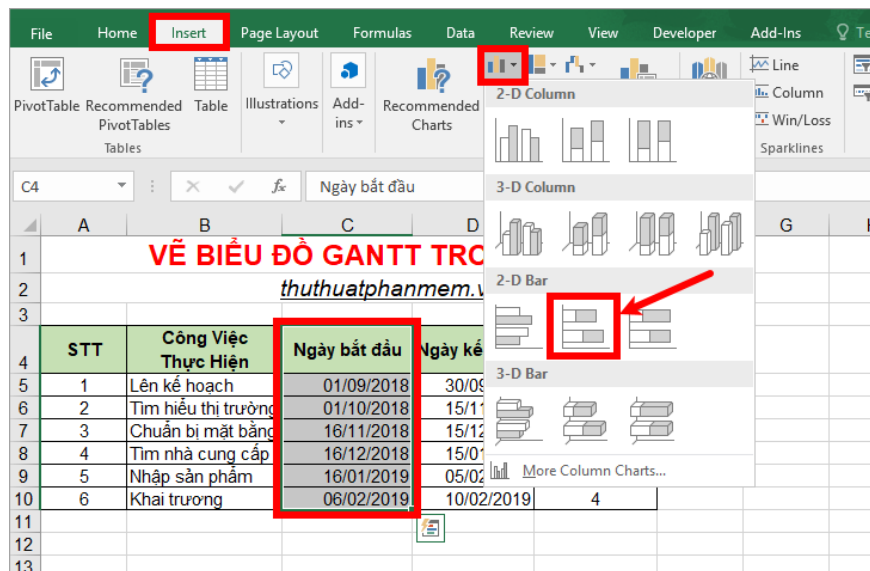
Suppose you have a data table to draw a Gantt chart like this:

	A	B	C	D	E	F	G	H
1	VỀ BIỂU ĐỒ GANTT TRONG EXCEL							
2	<i>thuthuatphanmem.vn</i>							
3								
4	STT	Công Việc Thực Hiện	Ngày bắt đầu	Ngày kết thúc	Thời gian Hoàn thành			
5	1	Lên kế hoạch	01/09/2018	30/09/2018	30			
6	2	Tìm hiểu thị trường	01/10/2018	15/11/2018	46			
7	3	Chuẩn bị mặt bằng	16/11/2018	15/12/2018	30			
8	4	Tìm nhà cung cấp	16/12/2018	15/01/2019	31			
9	5	Nhập sản phẩm	16/01/2019	05/02/2019	21			
10	6	Khai trương	06/02/2019	10/02/2019	4			
11								
12								
13								
14								
15								
16								
17								
18								
19								

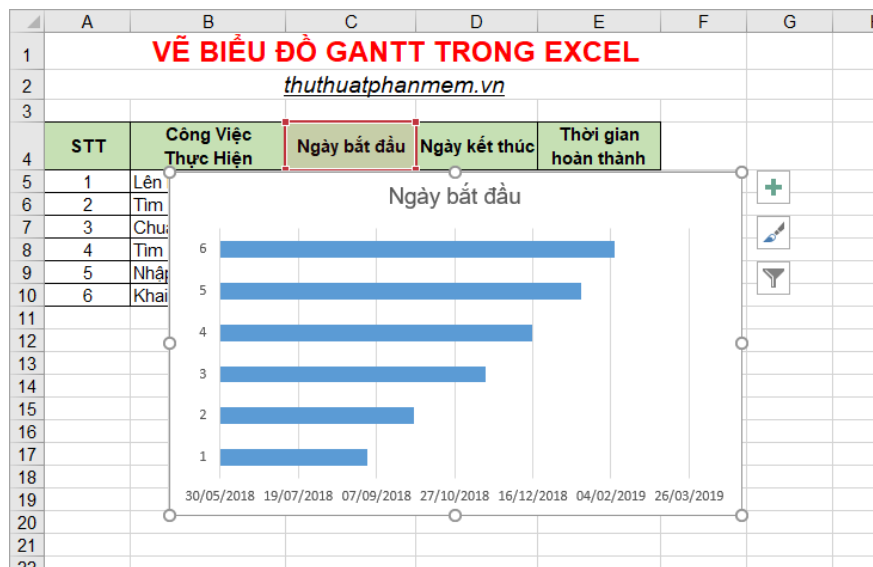
Based on the above data table, you can start drawing Gantt chart in Excel with the following steps:

Step 1: Create a stacked bar chart based on 'Start date'

Select the range from C4 to C10 (**Start date** column), then select the **Insert** tab , in the **Charts** you select the column chart and select the stacked bar chart as shown below.

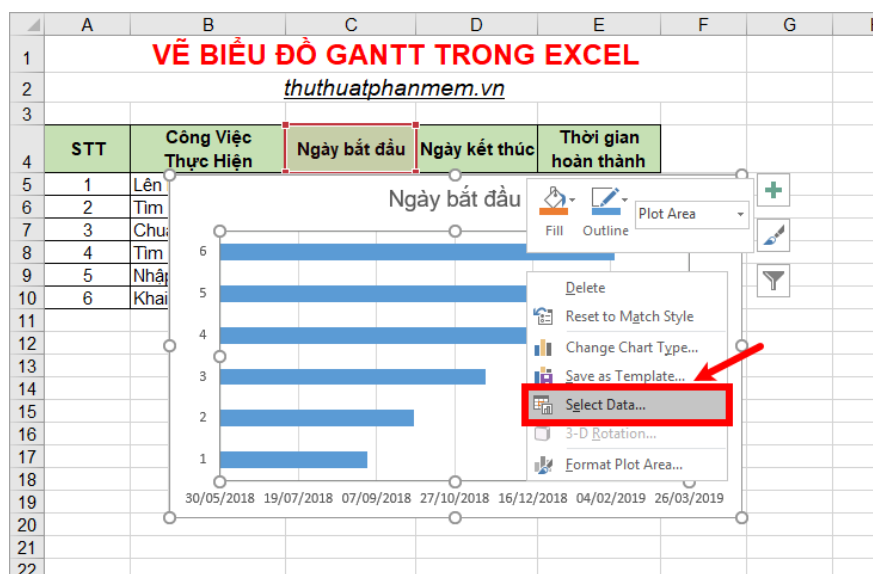


So you've drawn the bar chart.

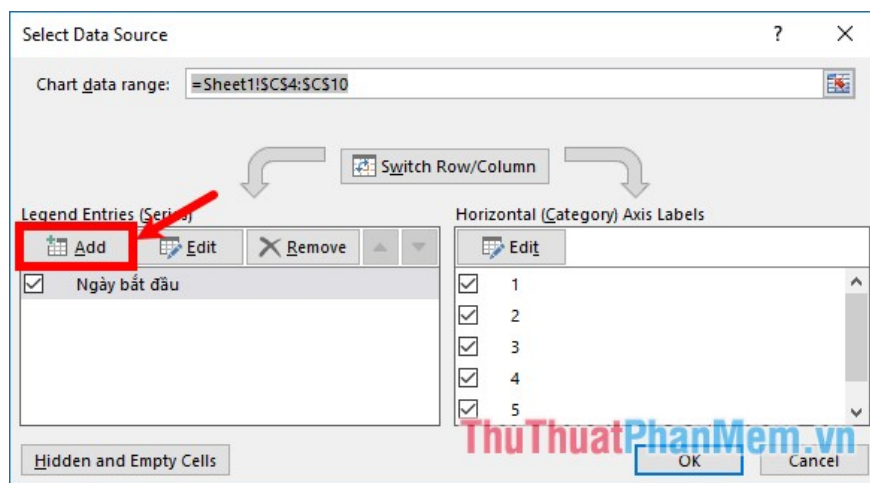


Step 2: Add data in the Time Completion column to the stacked bar chart.

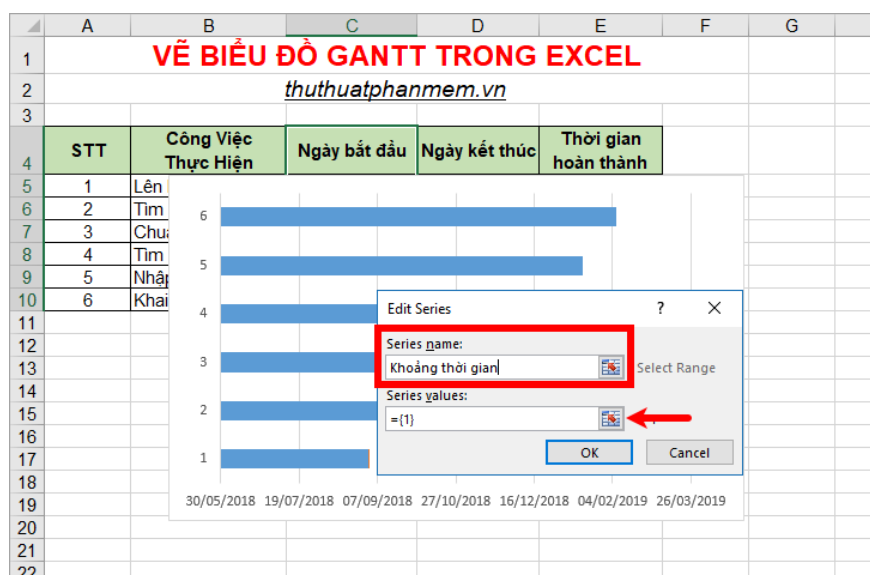
1. On the chart, right click and select **Select Data**.



2. Select **Select Data Source** window appears, click **Add** to open **Edit Series**.



3. Appear to **Edit Series**, you need to enter a name or choose a name in the **Series name** section (for example, enter **Interval** or select the title box in the **Time to complete** table). Next in the **Series values** section, select the symbol as shown below.



4. Click and hold and select the data area in **Completed Time** column (E5: E10).

STT	Công Việc Thực Hiện	Ngày bắt đầu	Ngày kết thúc	Thời gian hoàn thành
1	Lên kế hoạch	01/09/2018	30/09/2018	30
2	Tìm hiểu thị trường	01/10/2018	15/11/2018	46
3	Chuẩn bị mặt bằng	16/11/2018	15/12/2018	30
4	Tìm nhà cung cấp	16/12/2018	15/01/2019	31
5	Nhập sản phẩm	16/01/2019	05/02/2019	21
6	Khai trương	06/02/2019	10/02/2019	4

Edit Series ? X

=Sheet1!\$E\$5:\$E\$10

5. Next to return to the previous interface you press **Enter** , then click **OK -> OK** to close **Edit Series** and **Select Data Source**.

STT	Công Việc Thực Hiện	Ngày bắt đầu	Ngày kết thúc	Thời gian hoàn thành
1	Lên kế hoạch	01/09/2018	30/09/2018	30
2	Tìm hiểu thị trường	01/10/2018	15/11/2018	46
3	Chuẩn bị mặt bằng	16/11/2018	15/12/2018	30
4	Tìm nhà cung cấp	16/12/2018	15/01/2019	31
5	Nhập sản phẩm	16/01/2019	05/02/2019	21
6	Khai trương			

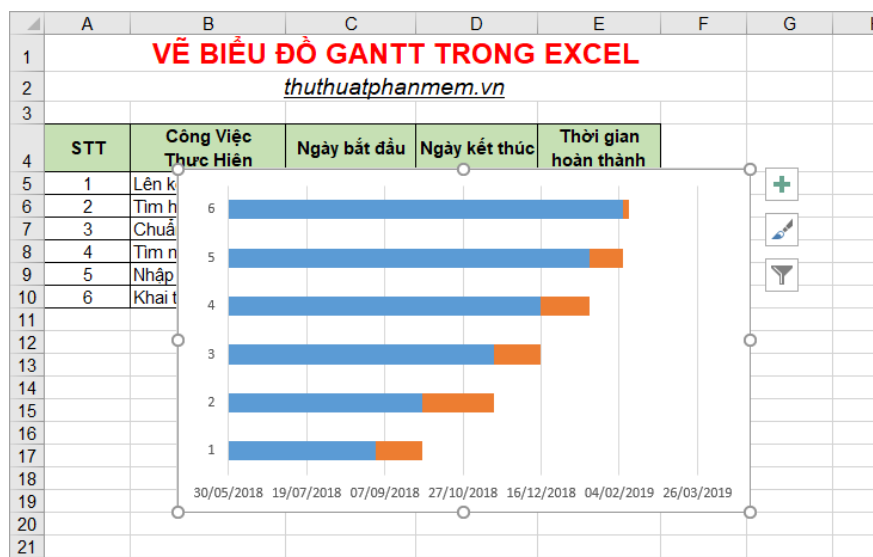
Edit Series ? X

Series name: Khoảng thời gian = Khoảng thời gi...

Series values: =Sheet1!\$E\$5:\$E\$10 = 30; 46; 30; 31...

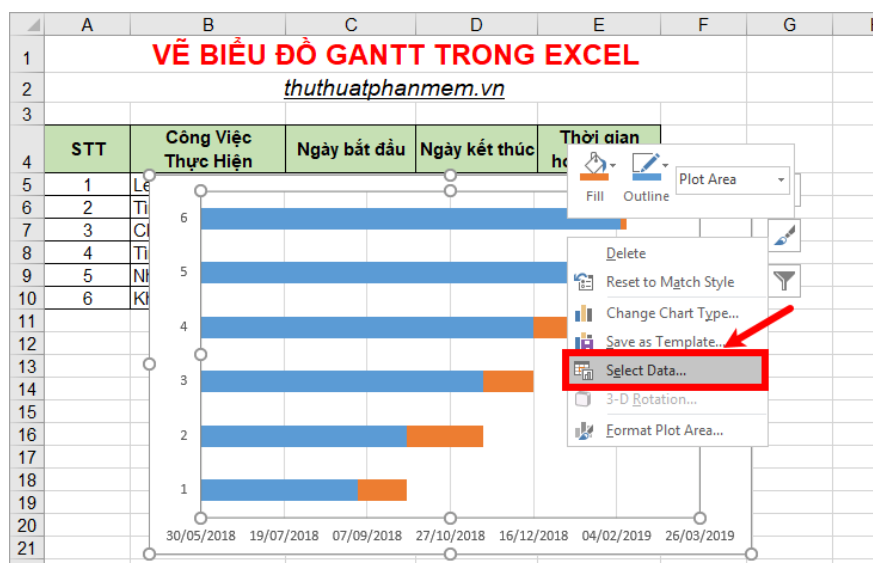
OK Cancel

So you will see the chart adds a new section as follows:

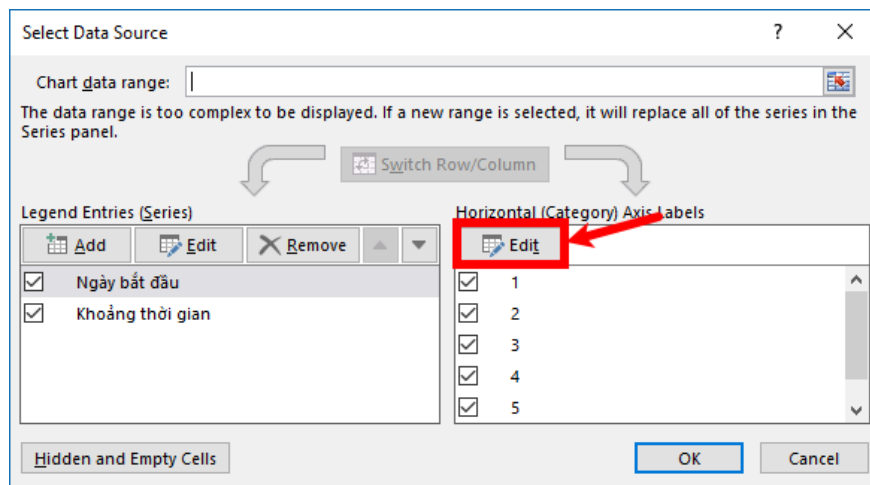


Step 3: Add a job description

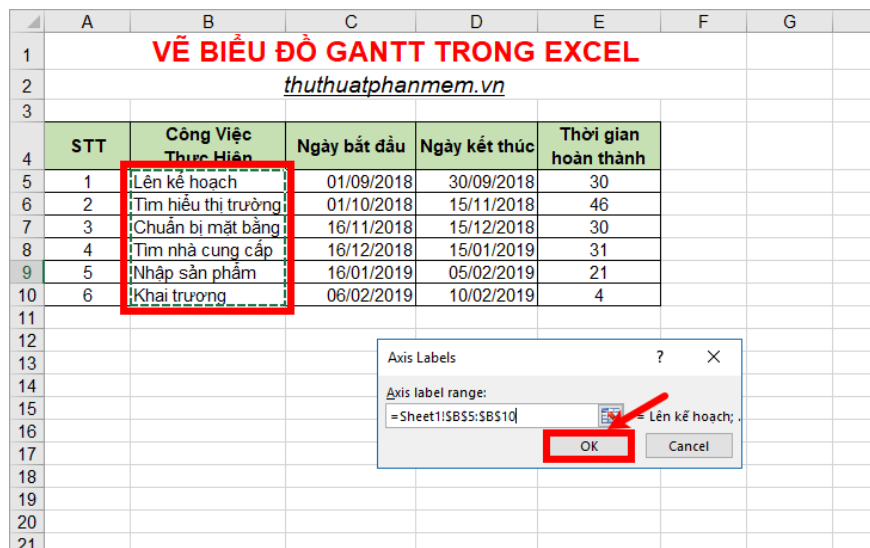
1. Open the **Select Data Source** window again by right-clicking the chart and selecting **Select Data**.



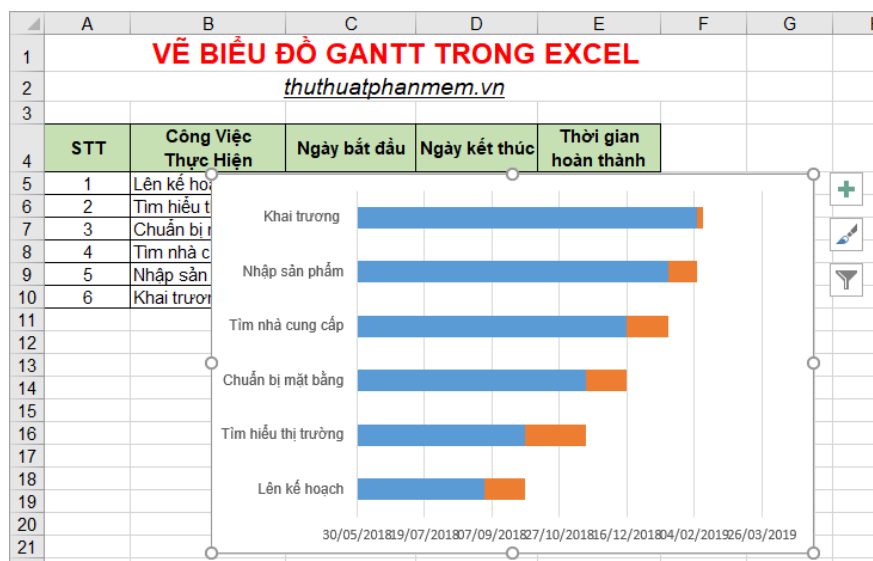
2. The **Select Data Source** window appears, click **Edit** in the **Horizontal** section .



3. On the dialog box **Axis Labels** you click the data in the column **Work done** (B5: B10). Then click **OK** -> **OK** to close the **Axis Labels** and **Select Data Source** dialog boxes .

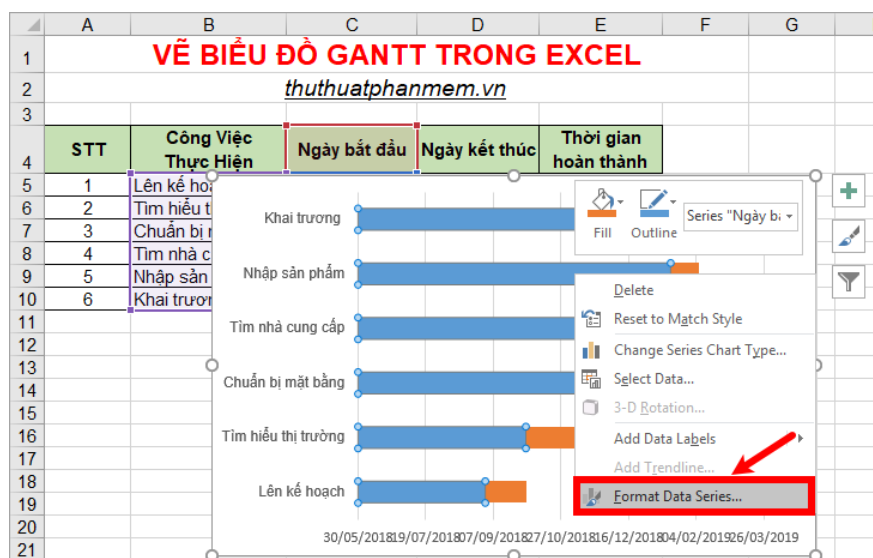


You will see the **job done** on the chart.

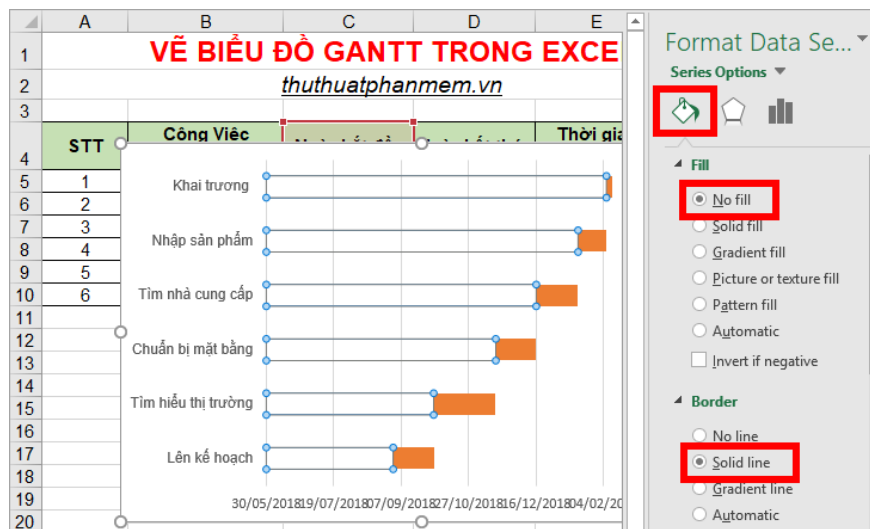


Step 4: Hide the green column to make a Gantt chart.

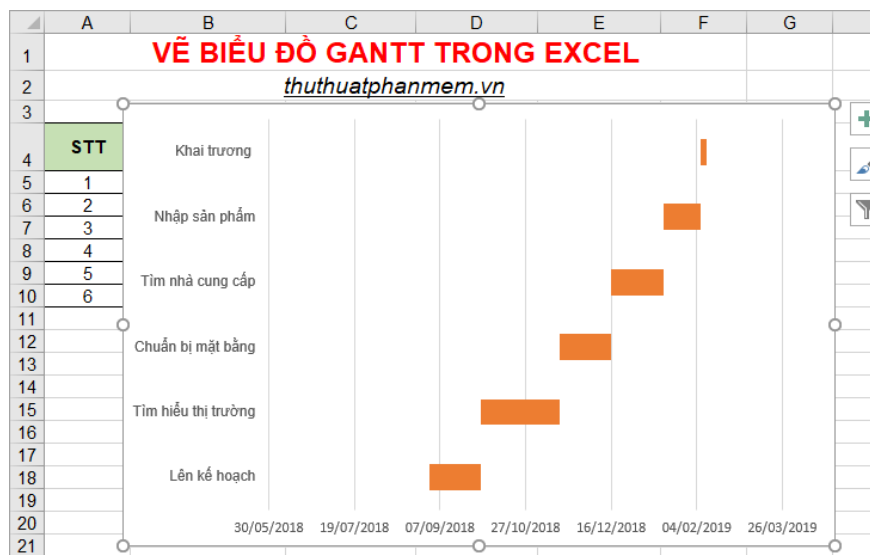
1. On the chart, left click on any blue bar so all blue bars are selected, right click and choose **Format Data Series**.



2. Now the **Format Data Series** section appears on the right, in the **Fill & Line** section select **No fill** and **No line** as shown below.



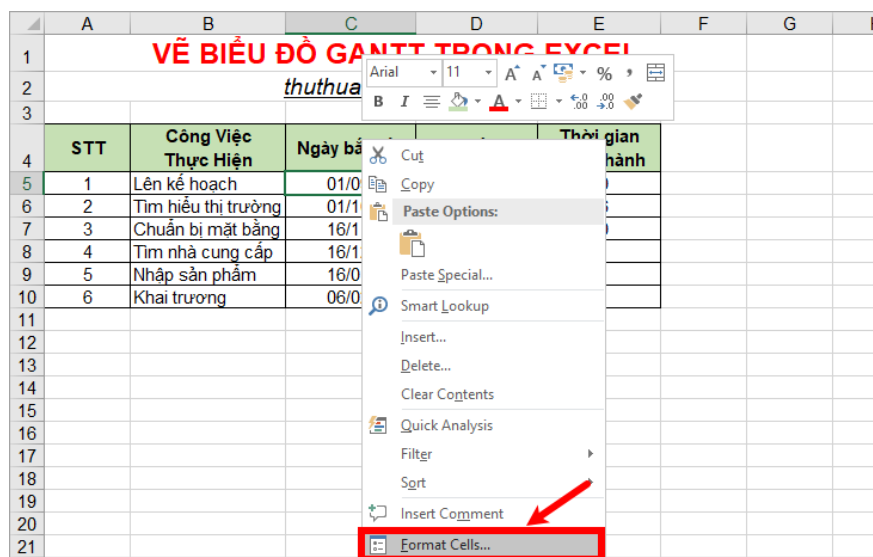
So your chart is as follows:



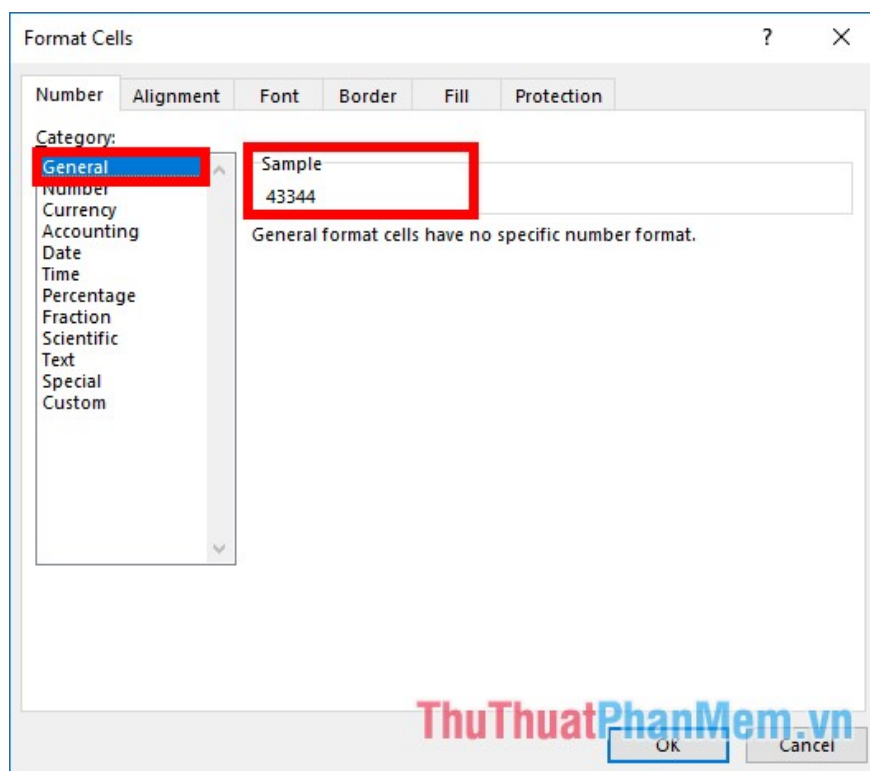
Step 5: Remove the space before.

The part you just hidden still leaves a space, you can remove this space by:

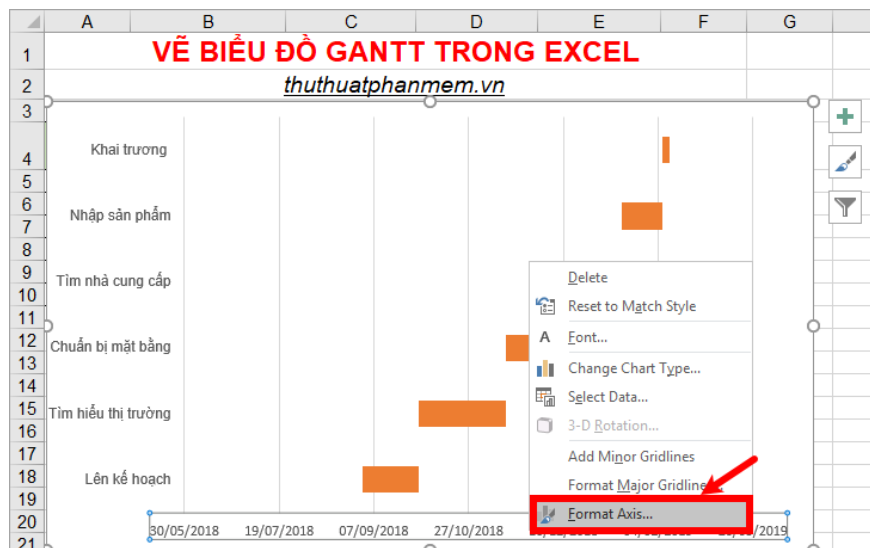
1. On the data sheet, right-click **the first cell** in the **Start Date** -> **Format Cells**.



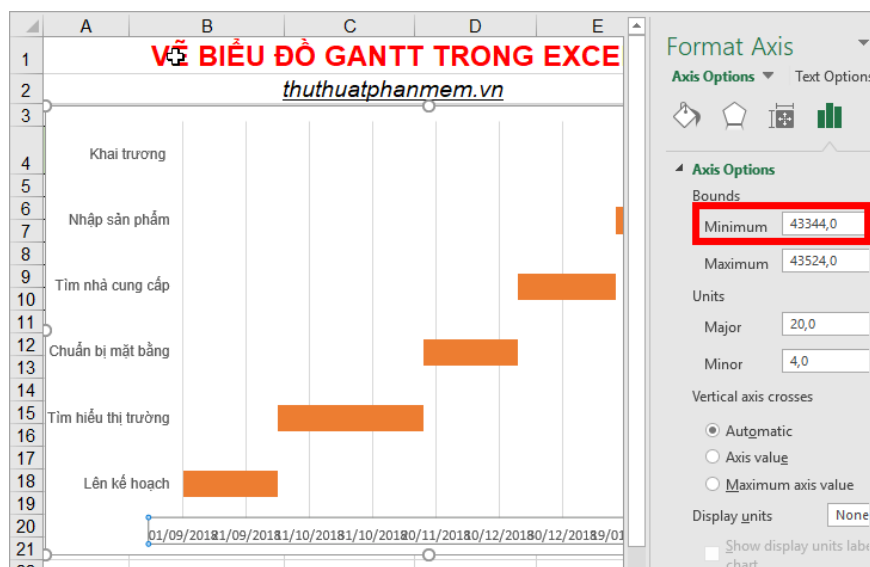
2. In the **Number** tab of **Format Cells**, select the **General** format, see how to store the date you choose in Excel in the **Sample** section .



3. Next, on the chart, right click on the date, and choose **Format Axis** (or double click on the date).

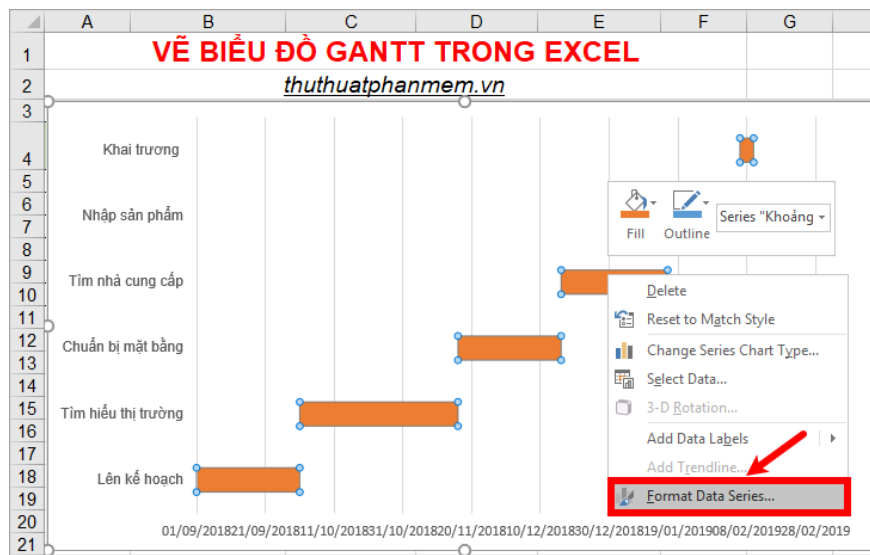


4. In the **Format Axis** section on the right, at the **Axis Options** section enter the numbers in the **Sample** section that you saw above into the **Minimum** box . So you will see the whitespace has been removed.

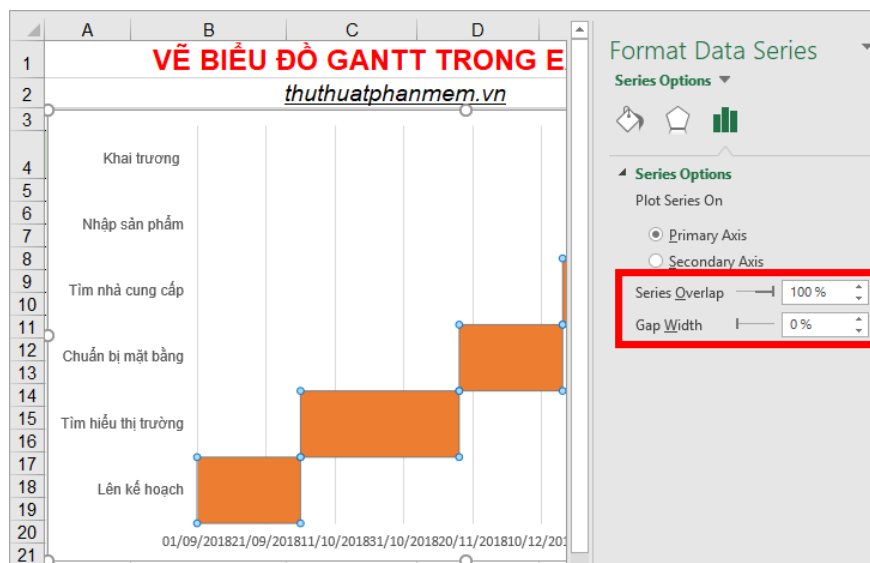


Step 6: Clear the space between horizontal bars.

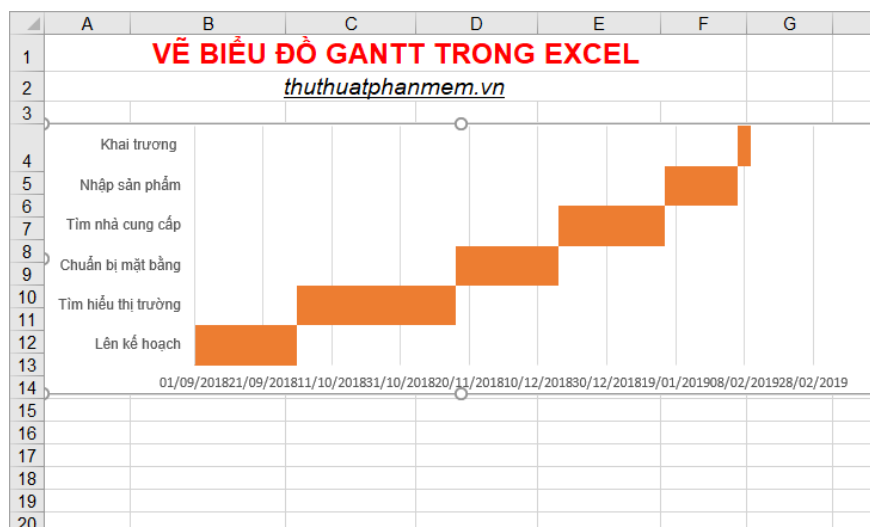
1. On the chart, click on any orange bar to select all orange bars, right-click on it and select **Format Data Series**.



2. The **Format Data Series** section on the right appears, in the **Series Options** you set in the **Series Overlap** you to 100%, your **Gap Width** to 0%. So you'll see the space between the horizontal bars will be gone.



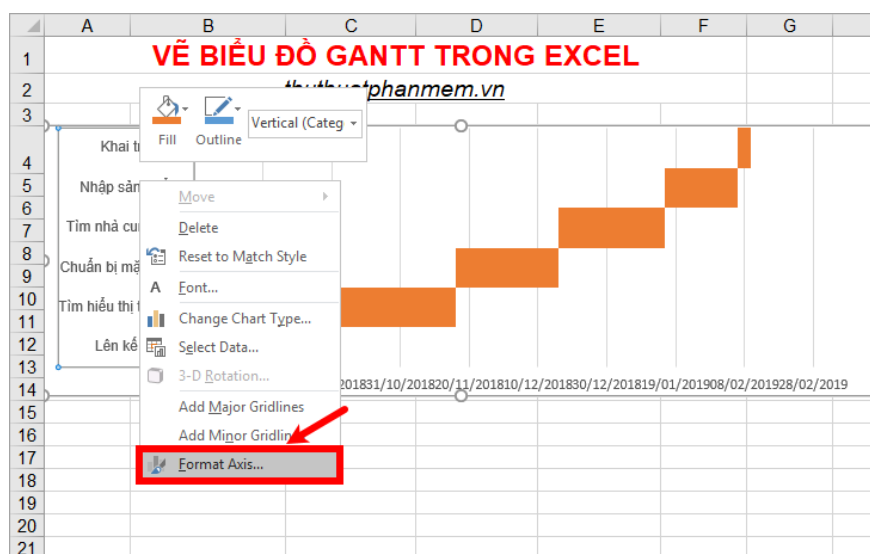
You can shrink the height of the chart to make the Gantt chart more beautiful as shown below.



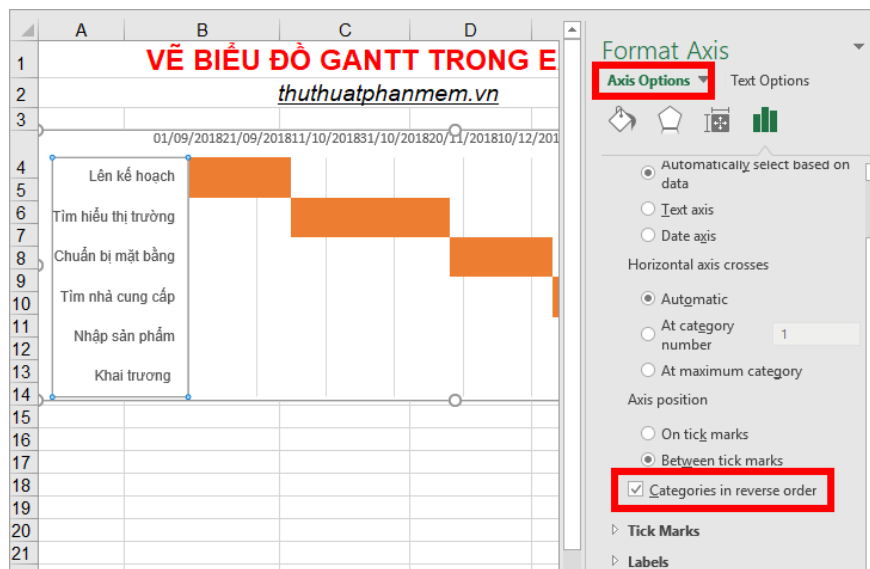
Step 7: Reorder the data in accordance with the Work done

You also see on the chart, the work order has been reversed, so you need to rearrange the data in the right order, the right steps to do by:

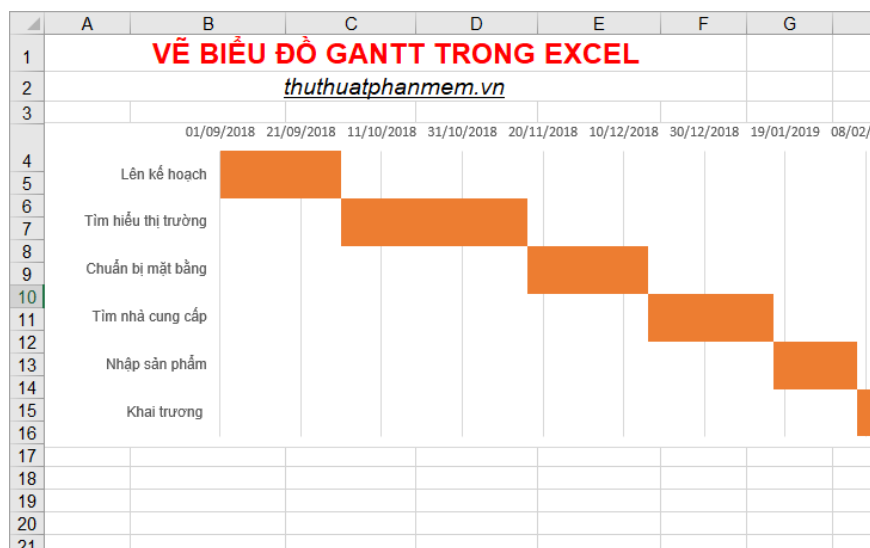
1. Right-click on the **Tasks** section and select **Format Axis** or double-click on the **Tasks** section on the chart.



2. The **Format Axis** section appears on the right side of Excel. Check the box in the box before the **Categories in reverse order** box and close **Format Axis**.



You will get the Gantt chart as follows:



Above is how to draw Gantt charts in Excel, hope through this article you will better understand Gantt charts and know how to draw Gantt charts in Excel. Good luck!

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