

How to create a Gantt chart for project management in Excel

Gantt chart is a form of chart commonly used for project management, which is one of the most popular and useful ways to present activities. The following article The network administrator will show you how to create a Gantt chart in Excel.

For complex projects that involve a lot of work to be done, **the Gantt chart** is one of the smart choices. **Excel** does not support creating **Gantt charts**, but you can create a **Gantt chart in Excel** . The following article will show you how to create a **Gantt chart in Excel**.

1. What is a Gantt chart?

The Gantt chart is a graph that is often used to manage projects smartly, which is one of the common ways to present time-based activities (tasks or events). Each activity is denoted by a long bar, with a Start Date, a Time (Duration) and an end date (End Date).

More reference: Instructions for creating charts in Excel 2007 or 2010

2. How to create a Gantt chart in Excel

1. Create a work breakdown table

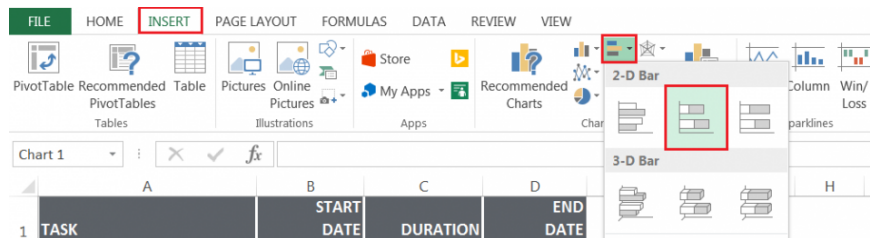
Each activity in your project has a start date, time, and end date. In the table illustrate a project below the items including the activity names, start date, time and end date.

TASK	START DATE	DURATION	END DATE
Conceptualize Event	3/1	5	6-Mar
Layout Logistics	3/6	3	9-Mar
Select Vendors	3/8	2	11-Mar
Hire Venue	3/10	1	12-Mar
Hire Caterer	3/11	1	13-Mar
Hire Event Decorations	3/11	3	14-Mar
Hire Publicist	3/13	2	12-Mar
Hire Designer	3/14	2	12-Mar

2. Insert bar chart

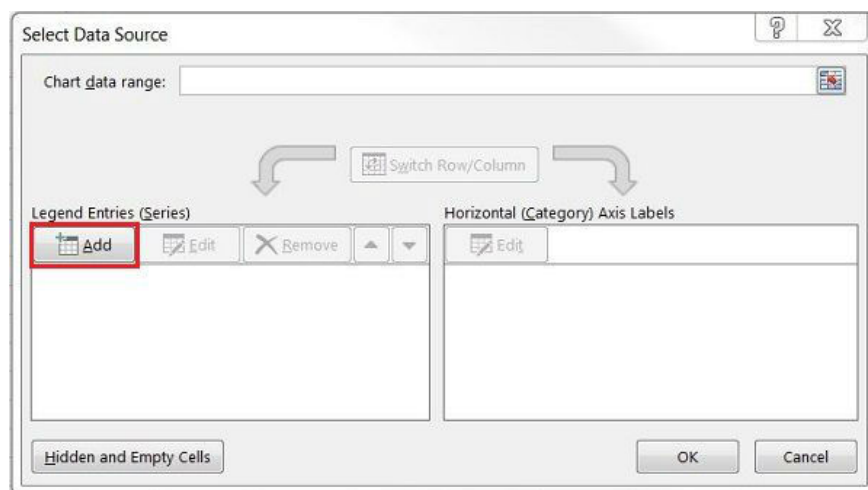
On the **Menu** , select **Insert** , then click the **Bar chart** icon (bar chart).

A **Menu** appears, select **Stacked Bar Chart** (**stacked bar chart**).



Add start date data (Start Date Data):

1. Right click on the blank chart location. Then click on **Select Data** . A **Select Data Source** window appears.
2. Under **Legend Entries (Series)** , click on **Add** to open the **Edit Series** window.



3. Click on the first field in the **Series name** section, then click on the boxes on the start date table.

TASK	START DATE	DURATION	END DATE
Conceptualize Event	3/2	4	5-Mar
Layout Logistics	3/6	4	9-Mar
Select Vendors	3/9	3	11-Mar
Hire Venue	3/11	2	12-Mar
Hire Caterer	3/11	2	12-Mar
Hire Event Decorations	3/12	2	13-Mar
Hire Publicist	3/13	2	14-Mar
Hire Designer	3/13	2	14-Mar

4. Click the icon at the bottom of the **Series values** field (the red arrow icon is in a table) to open the **Edit Series** window .

5. Click on the first line and drag down the last line in the **Start Date** section.

After the item is blacked out. Next, click on the red arrow icon in the table at the end of **Edit Series** . The current window will close and open a previous window. You just need to click **OK**.

TASK	START DATE	DURATION	END DATE
Conceptualize Event	3/2	4	5-Mar
Layout Logistics	3/6	4	9-Mar
Select Vendors	3/9	3	11-Mar
Hire Venue	3/11	2	12-Mar
Hire Caterer	3/11	2	12-Mar
Hire Event Decorations	3/12	2	13-Mar
Hire Publicist	3/13	2	14-Mar
Hire Designer	3/13	2	14-Mar

Edit Series

=Sheet1!\$B\$2:\$B\$9

So the first day data was created in **the Gantt chart**

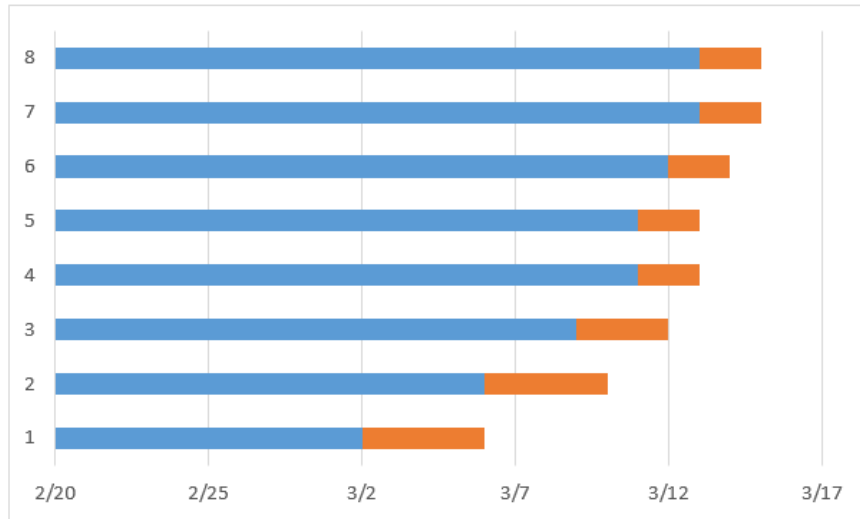
See also: How to keep the cells fixed in Excel?

Add data to the Duration Data:

The steps are similar to adding data to the start date entry.

1. Under **Legend Entries (Series)** , click **Add**.
2. Click on the first field in the **Series name** section, then click on the cells in the time table.
3. Click the icon at the bottom of the **Series values** field (the red arrow icon is in a table) to open the **Edit Series** window .

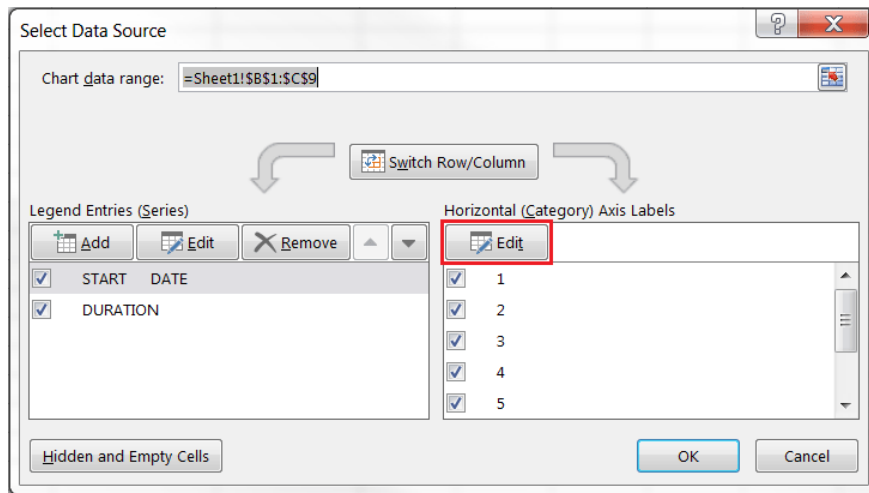
Click on the first time box, drag the mouse down to the last time box in the timeline. After the item is selected, next click on the red arrow icon in the table at the end of **Edit Series** . The current window will close and open the previous window. You choose **OK**.



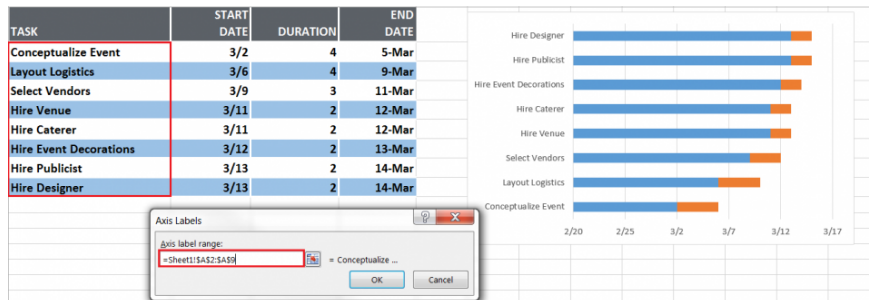
Your time data has been added on **the Gantt chart**.

You can change the date on the left side of the chart

1. Click on any bar on the chart, then right-click, open **Select Data**.
2. Click **Edit** under the **Horizontal (Category) Axis Labels**.

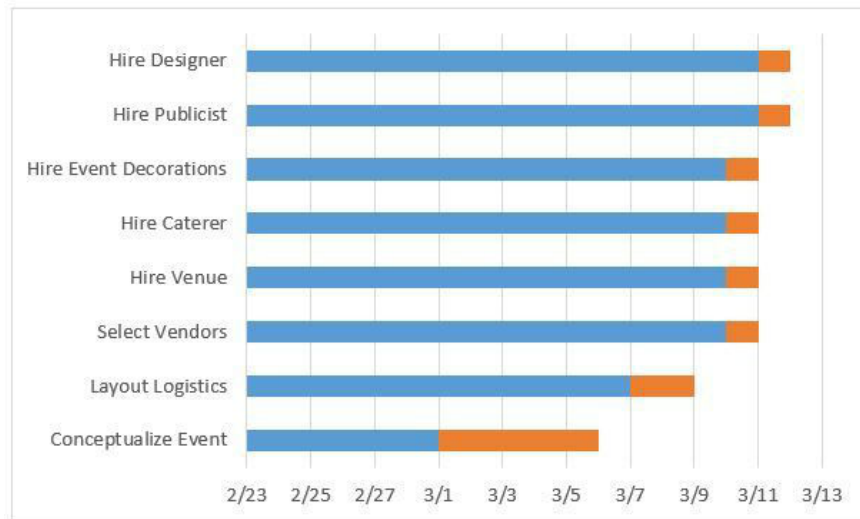


3. Black out the names of the jobs in your chart. Note, do not black out the job list field (Task).



4. Click **OK** , then click **OK**

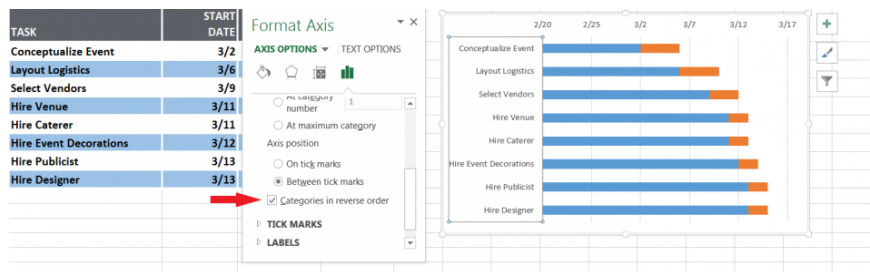
Your **Gantt chart** will look similar to the illustration below.



3. Gantt chart format

You can customize **the** created **Gantt chart** by adding grid lines, labels, or changing the bar color or the way the values ??or text display with the chart tool.

- Note, the work in your chart is arranged in reverse order. To fix this, simply click to select the task list then right-click, choose **Format Axis** and select **Categories in reverse order**, then select **Close**.

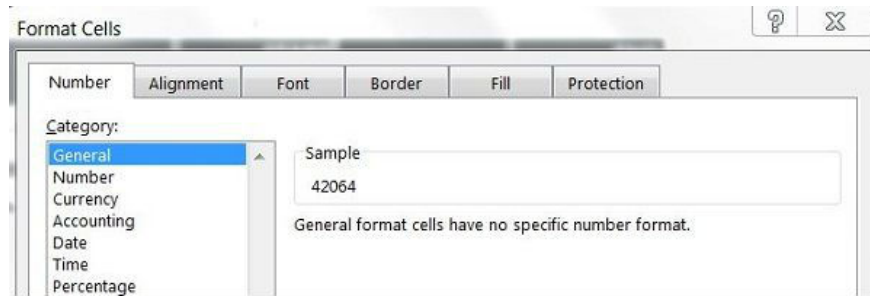


- To hide the green color on each bar, right click on the blue bar, choose **Format Data Series** , then select **Fill** and select **No fill**.

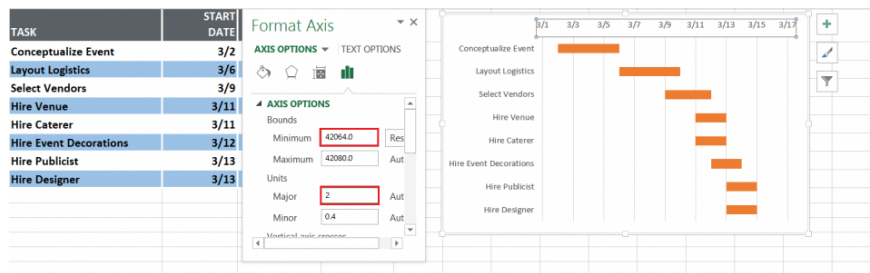
Click on **Border** to select **No Line**.

- To delete empty spaces at the beginning of **the Gantt chart**:

1. Click on the first line in the Start date section in the data table. Hold and drag to the last line to select it, then right-click and choose **Format Cells**, then choose **General** . Remember to note the number line you see in the **Sample** section.

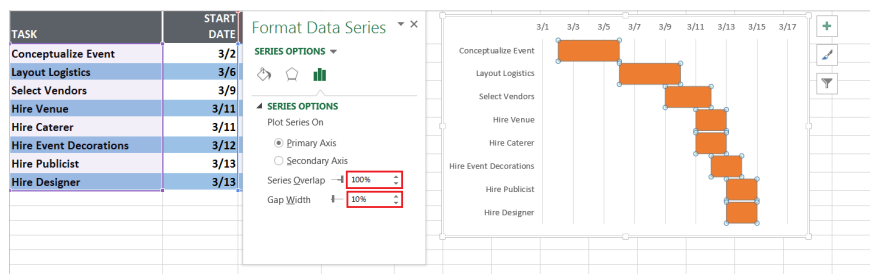


1. On the **Gantt chart**, select the date on the chart bar and then right-click and choose **Format Axis**.
1. In the **Minimum** section, enter the number you noted in the previous section.
1. Section **Major** you should choose the unit of 2.
1. Then select **Close** to complete the editing process.

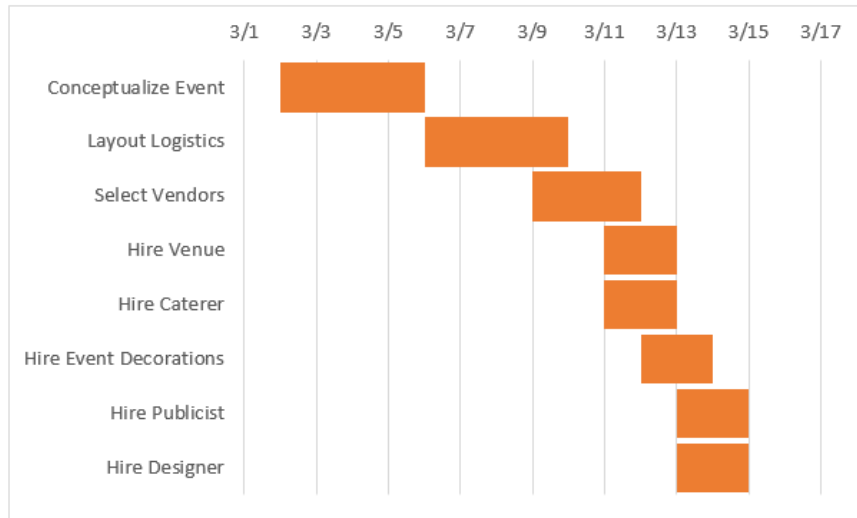


- If you want the **Gantt chart** to look better, you can delete the white spaces between the bars:

1. Click on the first orange chart bar.
1. Right-click then select **Format Data Series**.
1. **Separated 100%** and **Gap Width settings** are 10%.



Once completed, your **Gantt chart** will look like the following illustration:



Good luck!

You finished reading the article "**How to create a Gantt chart for project management in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.