

# Edge Hill University

Create a Basic Gantt Chart Using Microsoft Excel

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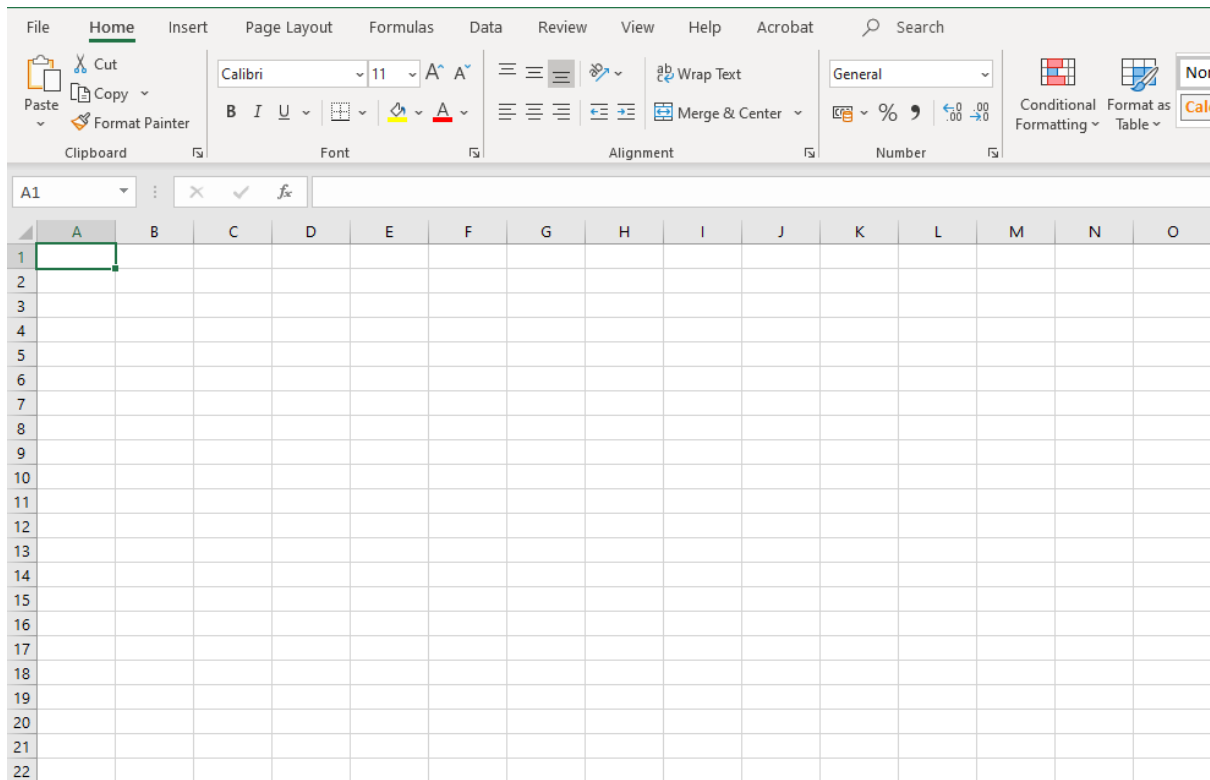
## What is a Gantt chart?

A chart in which a series of horizontal lines show the amount of work done or production completed in certain periods of time in relation to the amount of time allocated for those periods.

## Open Microsoft Excel

We will create a basic Gantt chart example that could be used to display and manage the various activities or tasks involved in designing a website.

Open a blank **Microsoft Excel** worksheet.

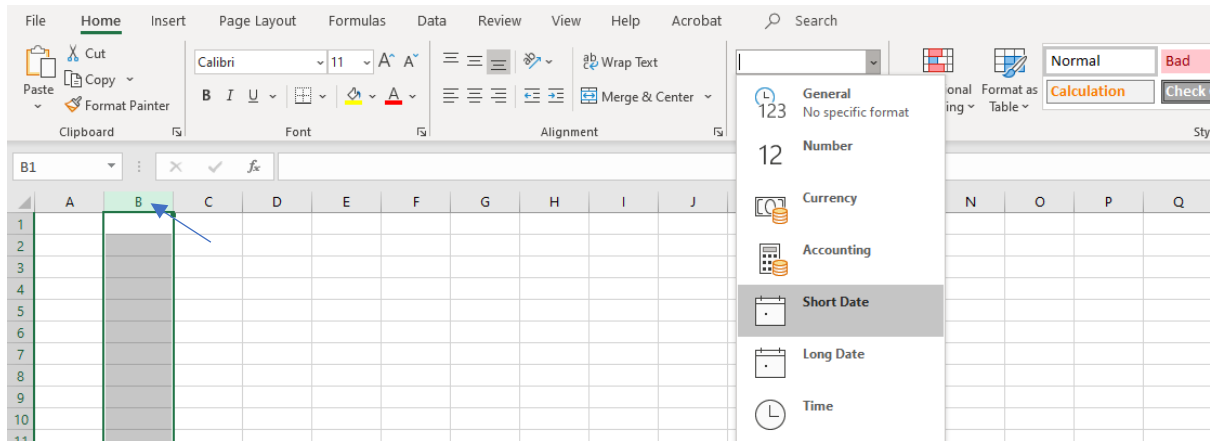


## Add data to Excel

To create a basic Gantt chart three columns of data will be used:

- A) The individual activity or task carried out as part of the process
- B) **Start Date** (the date the individual activity or task is started)
- C) **Duration** (the number of days the activity or task takes to complete)

Click the top of **Column B** to select it and change the number format to **Short Date**.



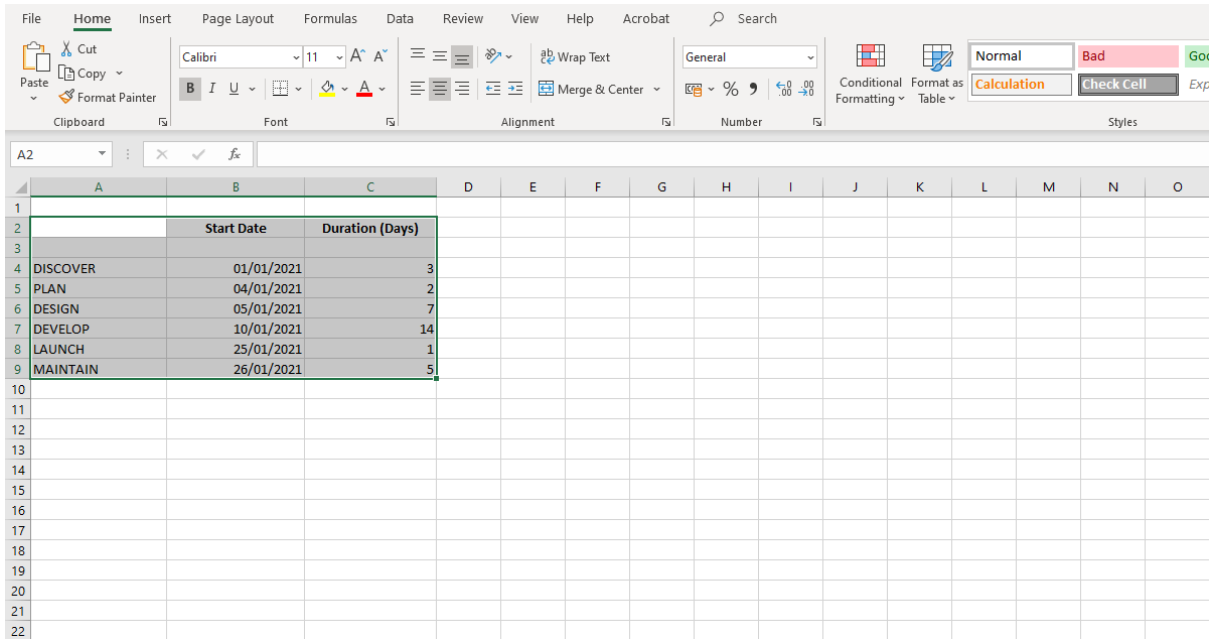
Enter the data as shown in the image below.

The screenshot shows the Microsoft Excel interface with the data table entered. The 'Number' group is expanded, showing the 'Short Date' format. The spreadsheet shows the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2		<b>Start Date</b>	<b>Duration (Days)</b>												
3															
4	DISCOVER	01/01/2021	3												
5	PLAN	04/01/2021	2												
6	DESIGN	05/01/2021	7												
7	DEVELOP	10/01/2021	14												
8	LAUNCH	25/01/2021	1												
9	MAINTAIN	26/01/2021	5												
10															
11															
12															
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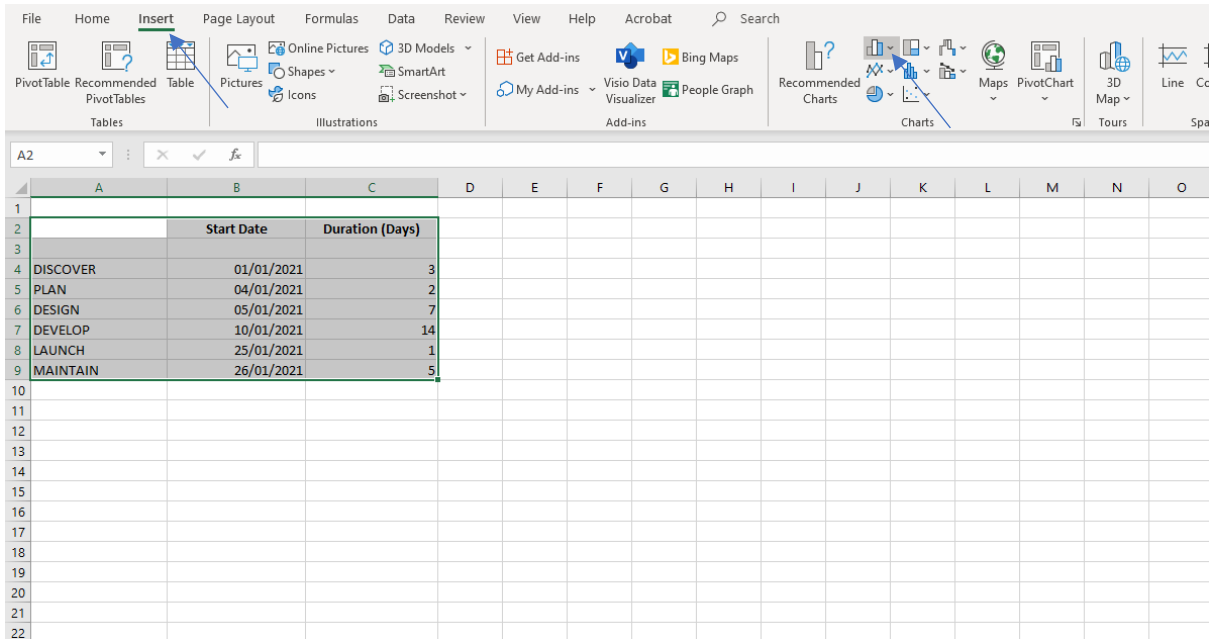
## Select the data

The data is selected by clicking in cell **A2** and dragging the cursor across to cell **C9** before releasing.

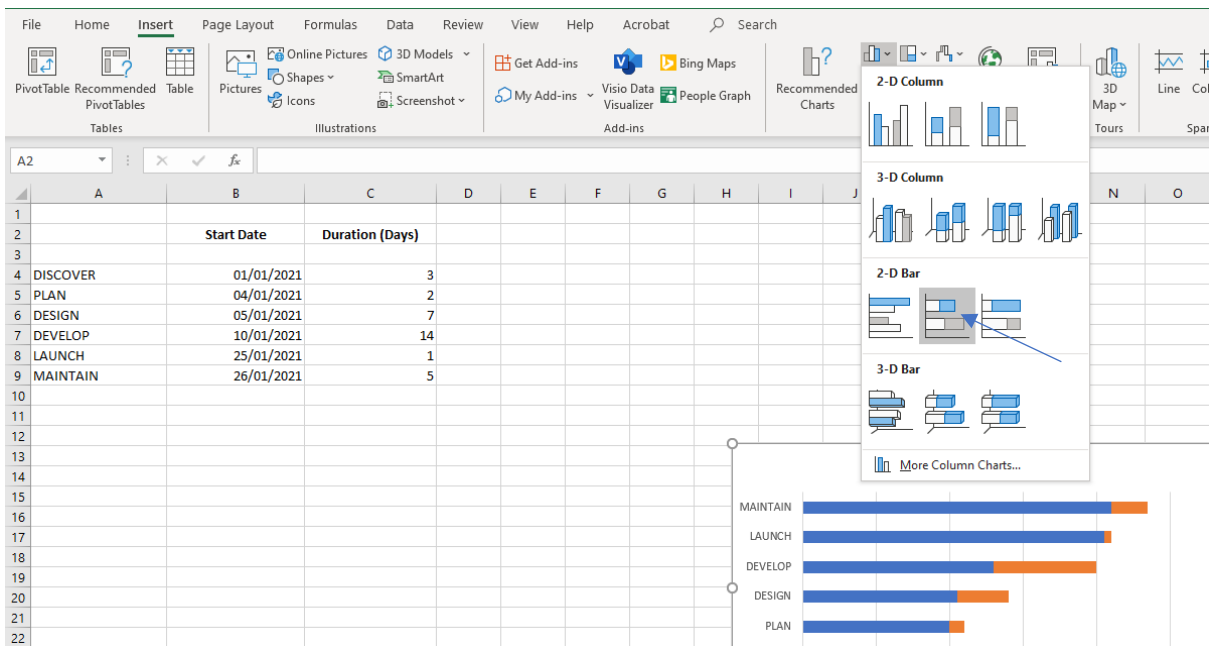


## Select and insert a chart

With the data selected click on the **Insert** tab in the ribbon and then click the **Column** icon.

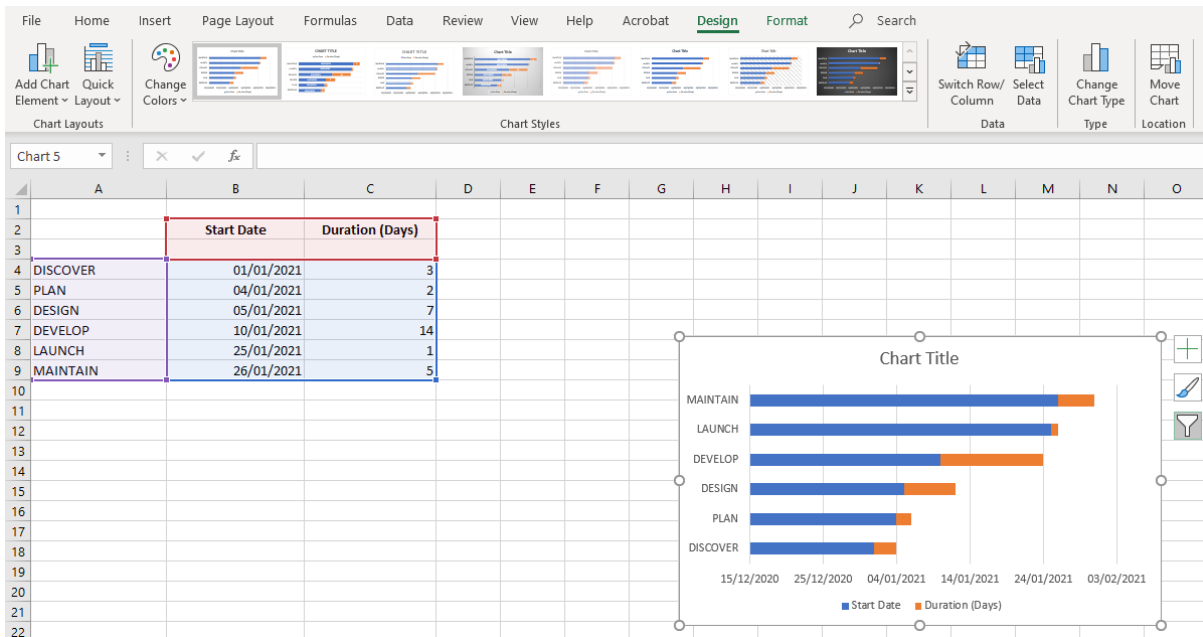


Now select the **Stacked Bar** option.

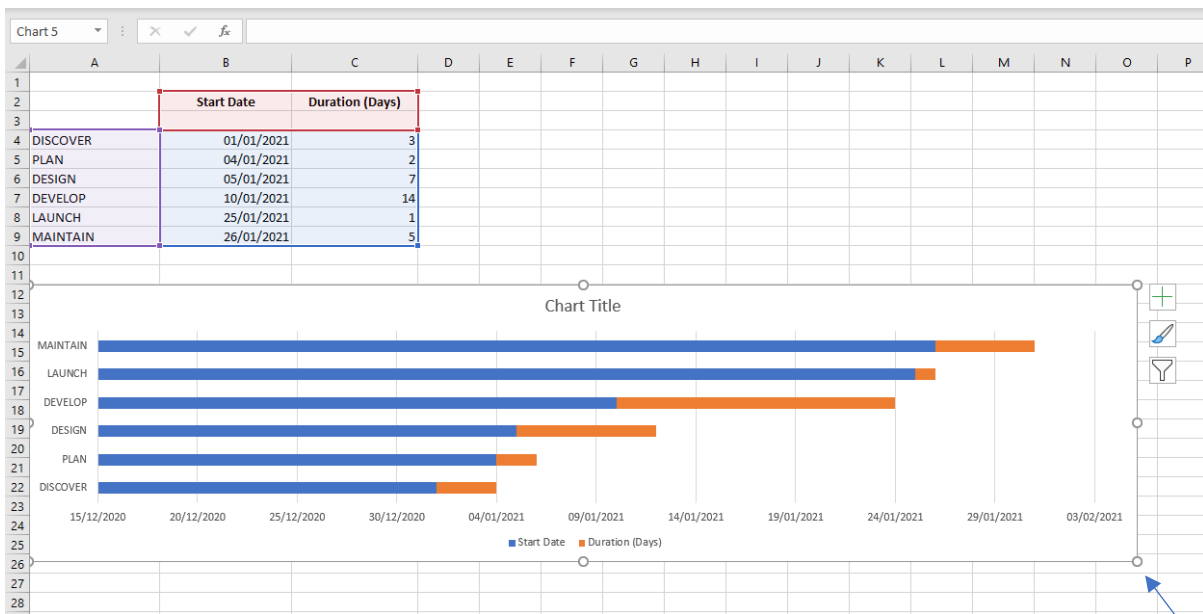


## Set up the chart

The chart showing the data has been inserted.

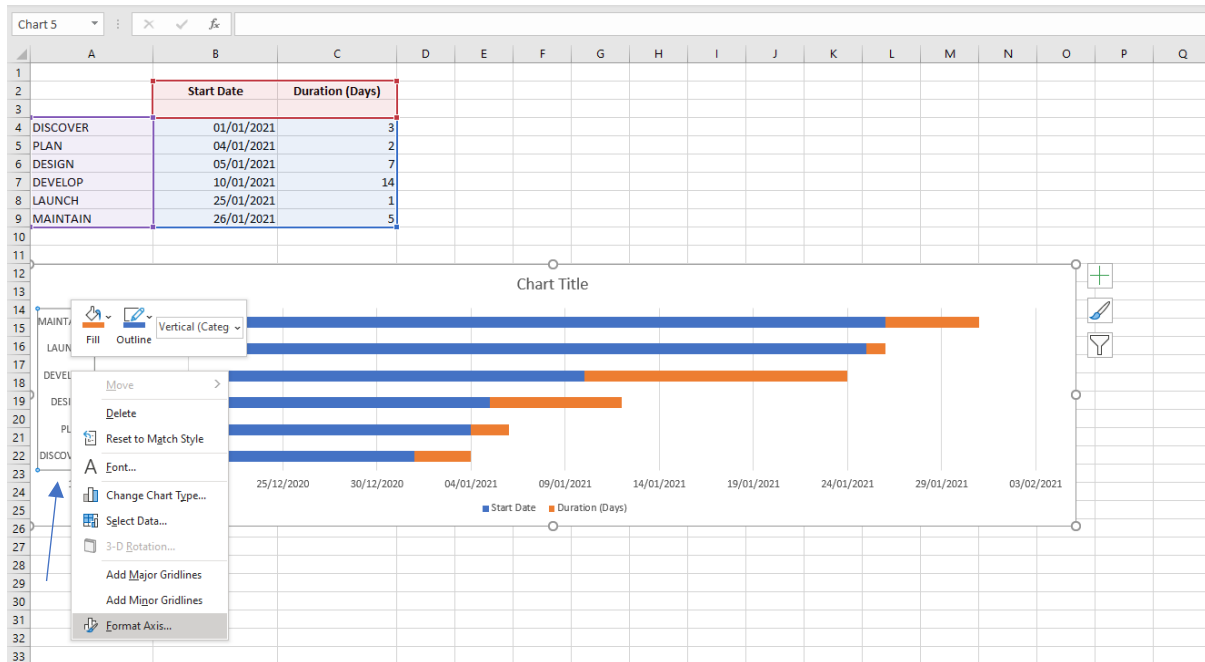


Drag the chart under the data and stretch it to a suitable size.

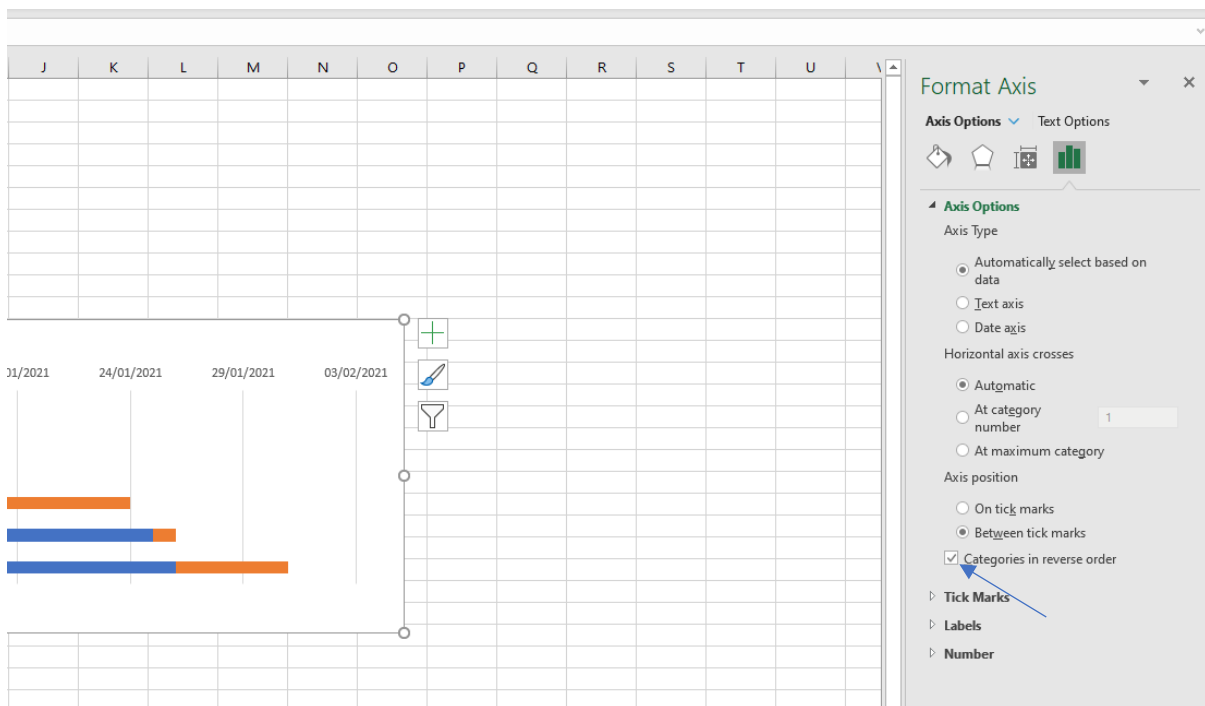


## Format the Vertical Axis

Note how the order of categories on the vertical axis has been reversed. Right-click on the **Vertical Axis** of the chart and select **Format Axis** from the context menu options.

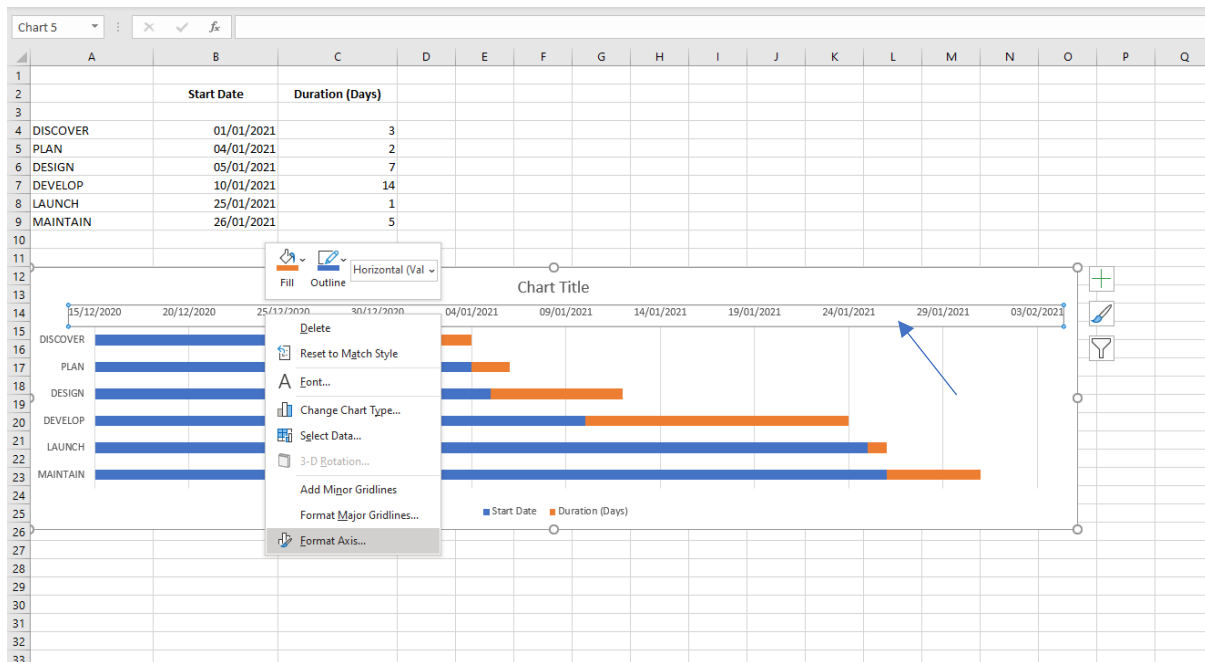


In the **Format Axis** dialog box that opens on the right of the interface select the **Categories in reverse order** option to correct the order of categories.

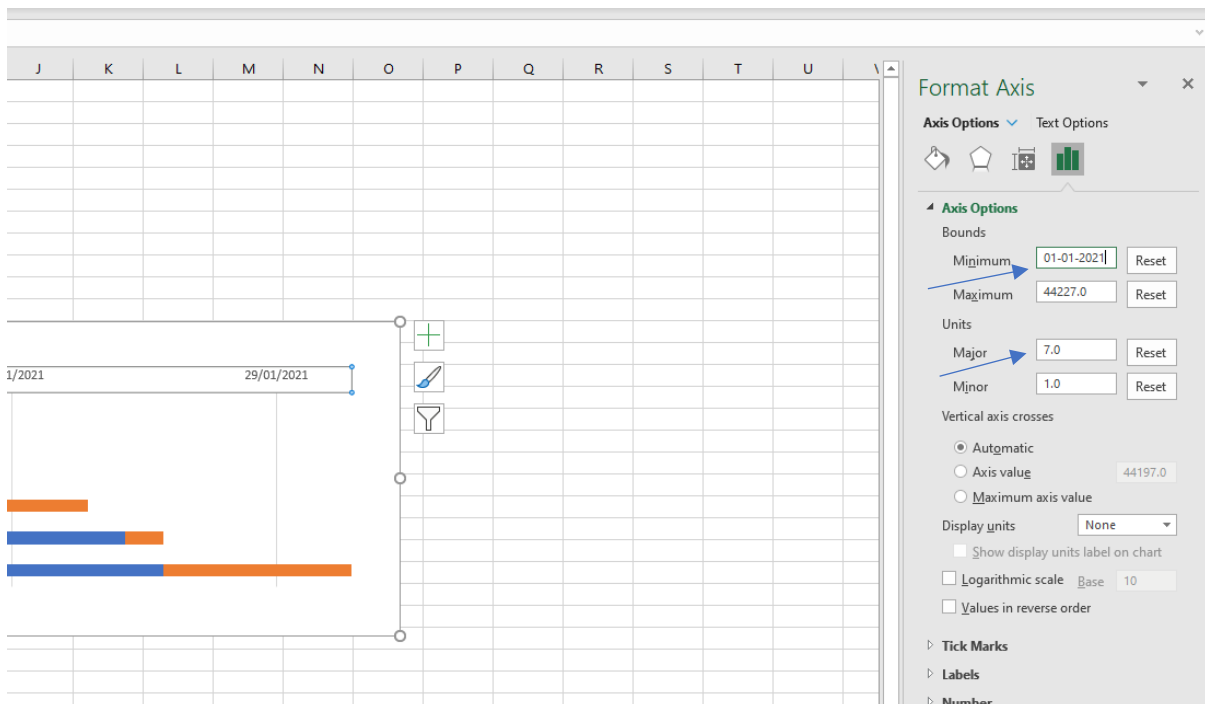


## Format the Horizontal Axis

Right-click on the Horizontal Axis of the chart and select **Format Axis** from the context menu options.



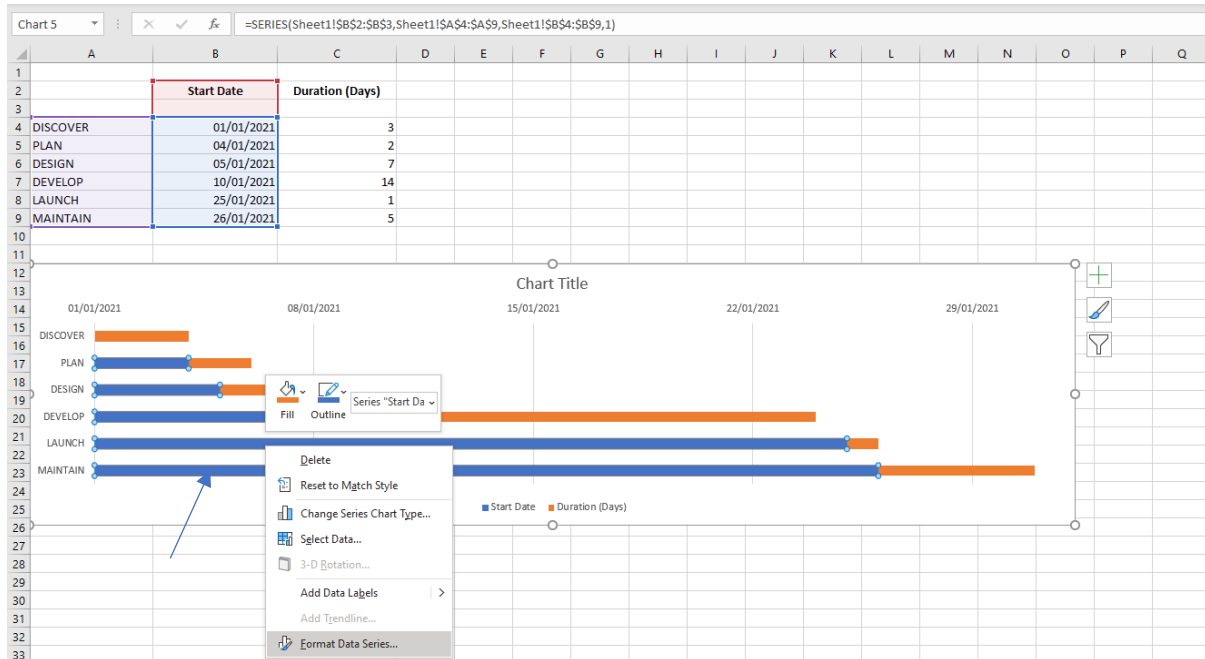
In the Format Axis dialog box that opens on the right of the interface enter the project start date **01-01-2021** in the **Minimum Bounds** field. Now enter the project end date **31-01-2021** in the **Maximum Bounds** field. Enter **7.0** into the **Major Units** field – this will divide the horizontal axis into 7-day weeks making the chart easier to understand. Excel uses numbers to function so automatically converts the two dates into the number of days since 01-01-1900.



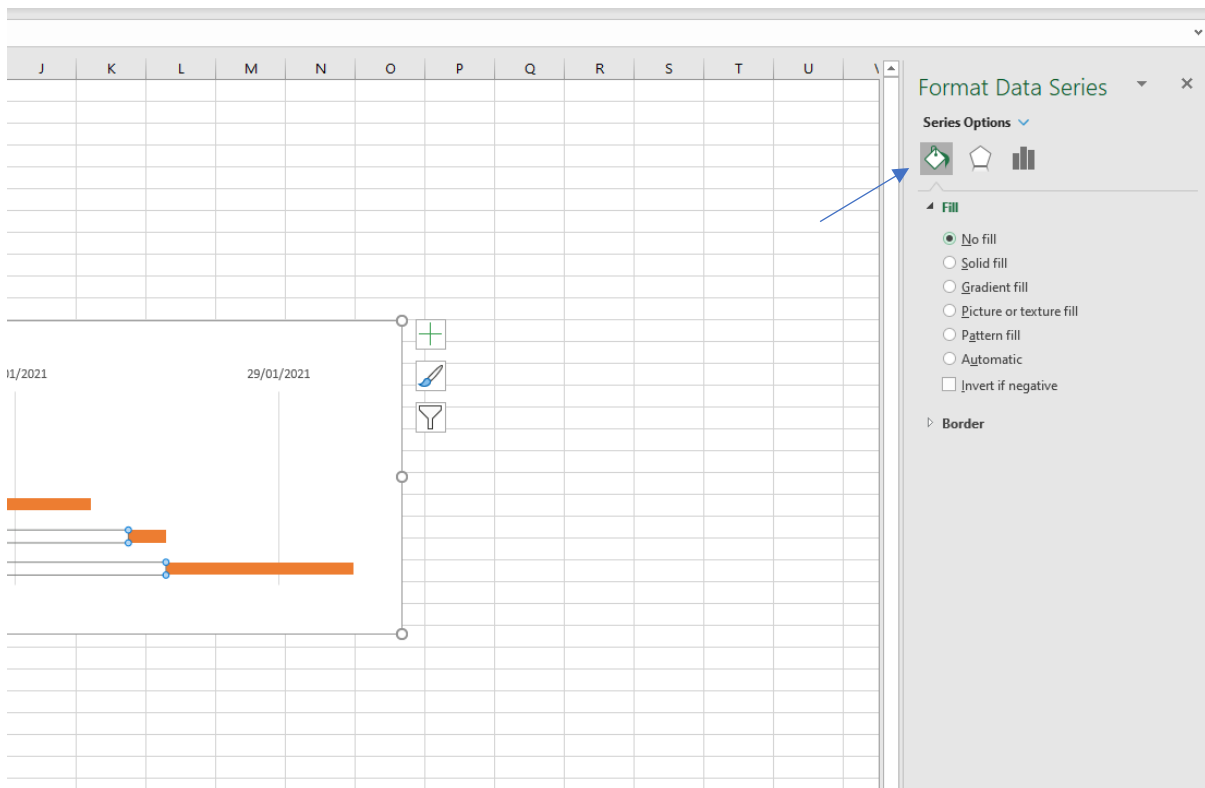


## Format the chart

Right-click on the **blue** chart bars and select **Format Data Series** from the context menu options.

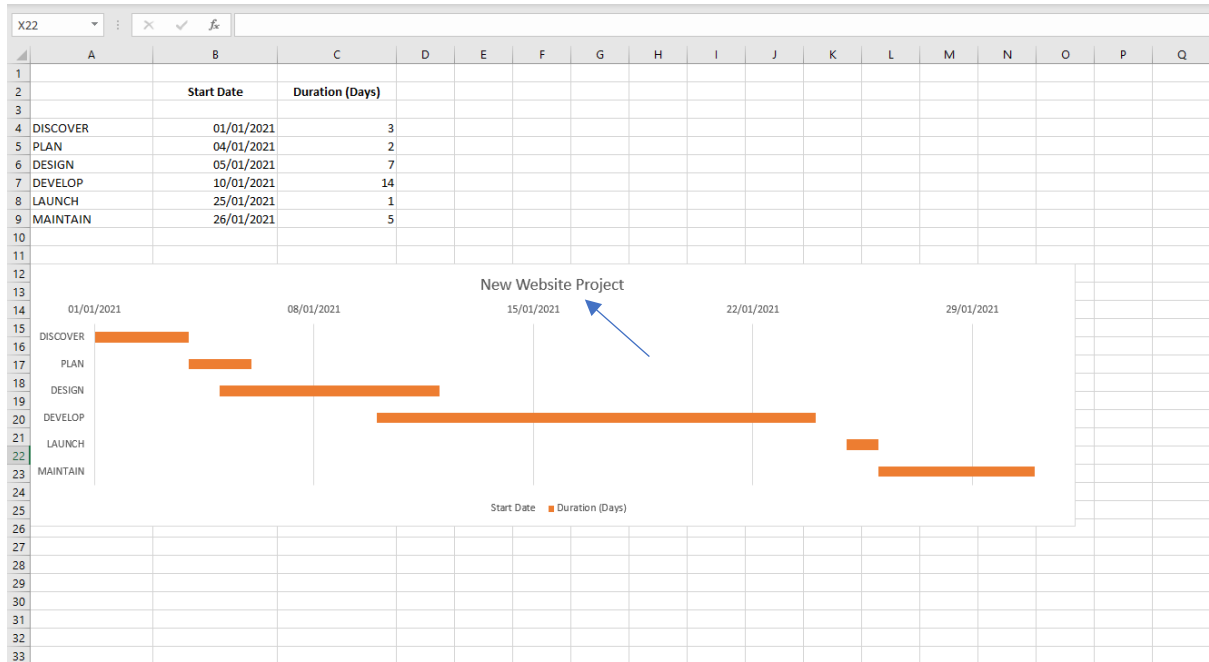


Click on the **Fill & Line** icon then Click the **Fill** drop down arrow and select **No fill** from the options.

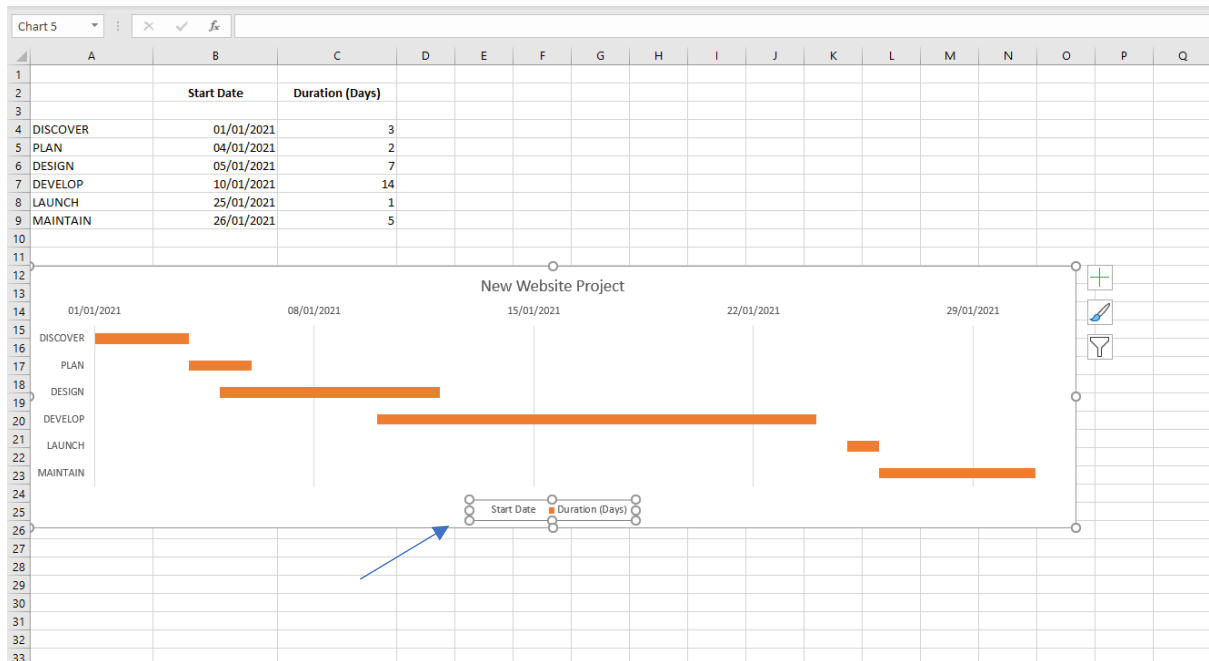


## Title the chart

Click the **chart title** and change the text to **New Website Project**.

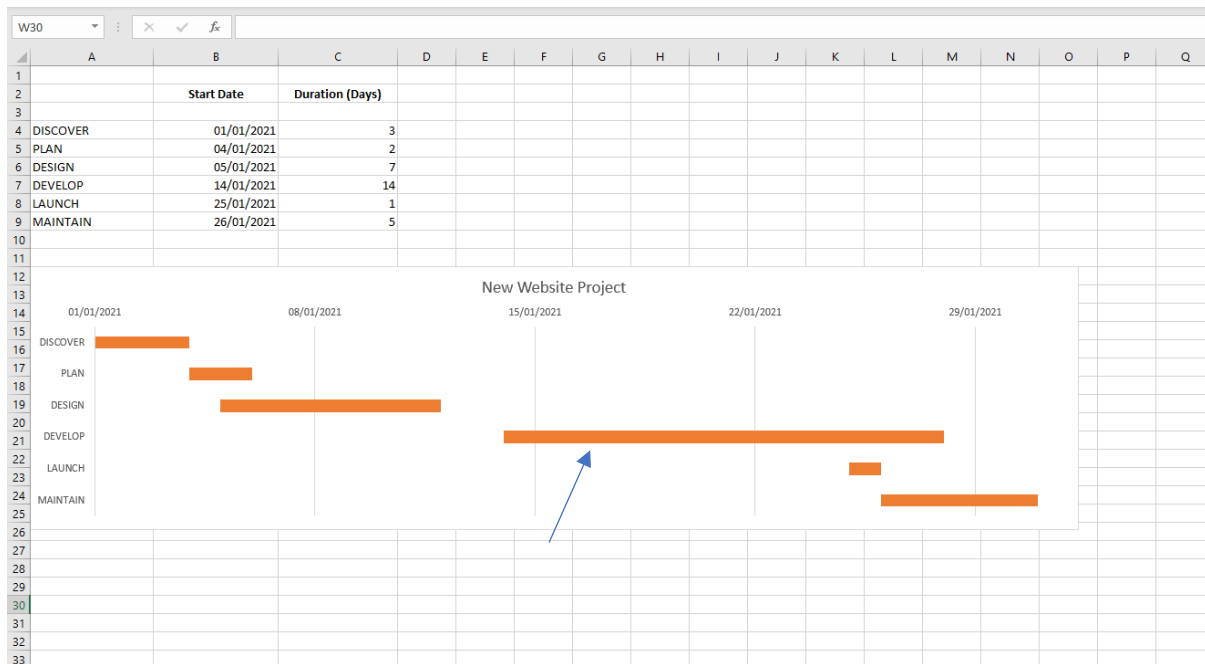


Remove the legend at the bottom of the chart by selecting it then pressing **Delete**.



## Test the chart functionality

Change the dates or duration to view the live changes in the chart. Here we have changed the date of the **Develop** activity – note how the **Develop** bar has moved to the right.



Here we have reduced the duration of the **Design** activity – note how the **Design** bar has reduced in length.

