

# Edge Hill University

Create a Basic Gantt Chart Using Microsoft Excel

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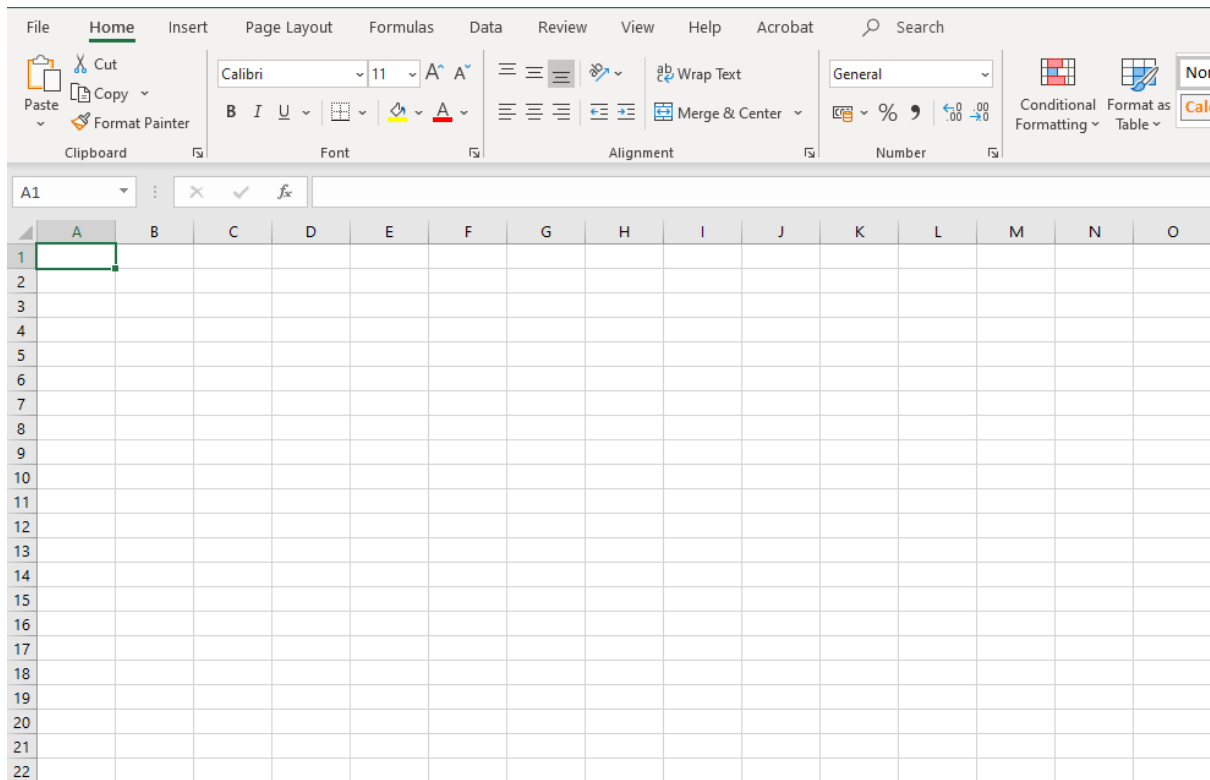
## What is a Gantt chart?

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.

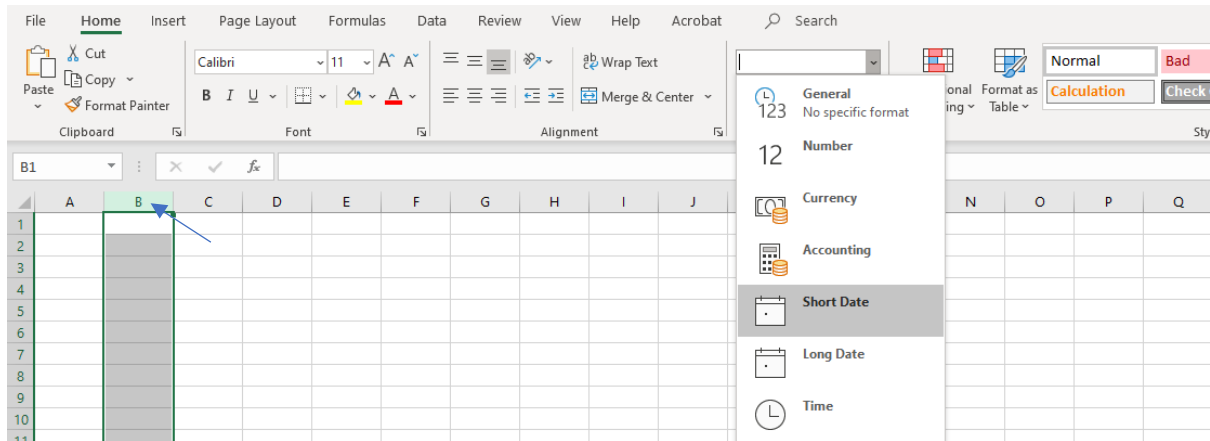


## Add data to Excel

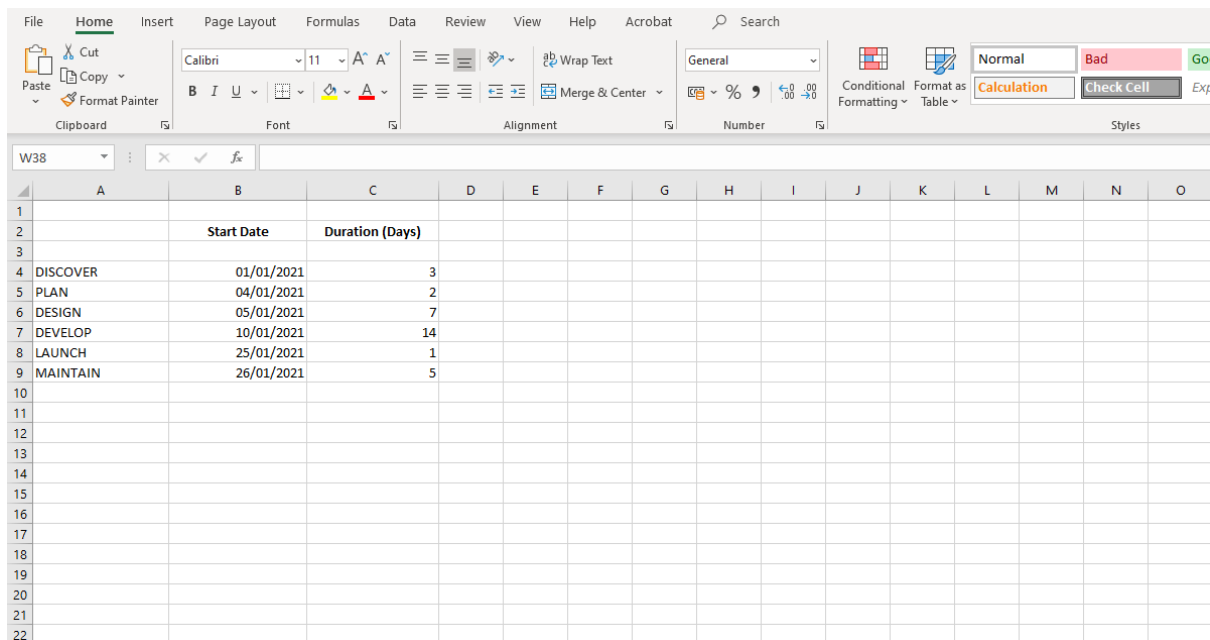
To create a basic Gantt chart three columns of data will be used:

- 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**.

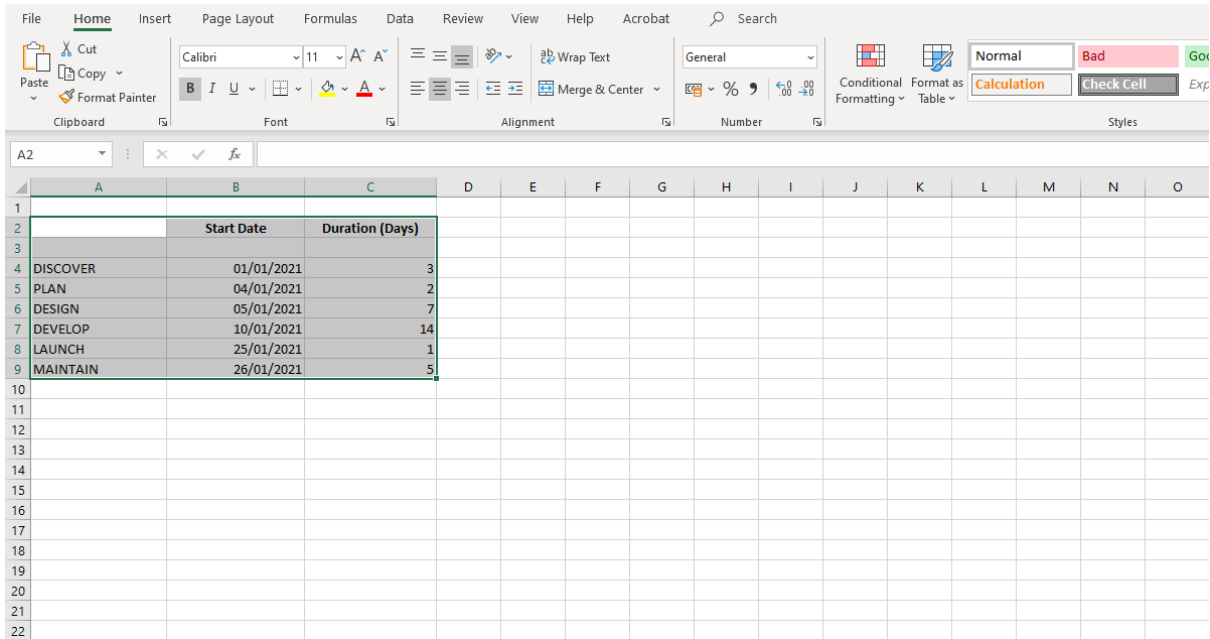


Enter the data as shown in the image below.



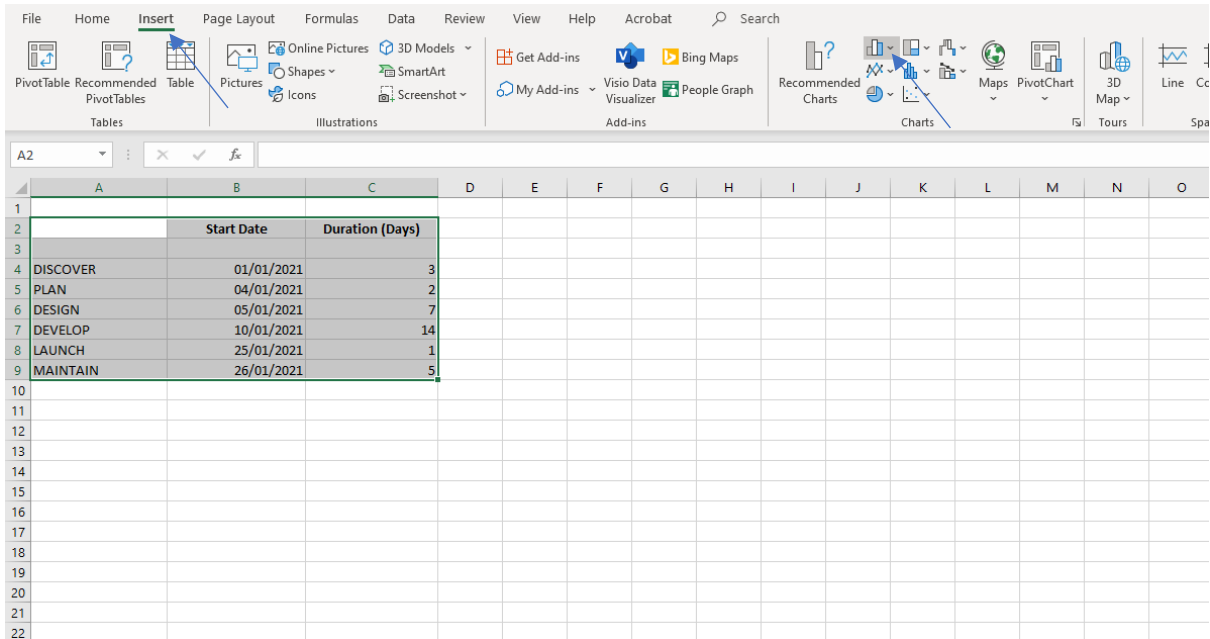
## Select the data

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

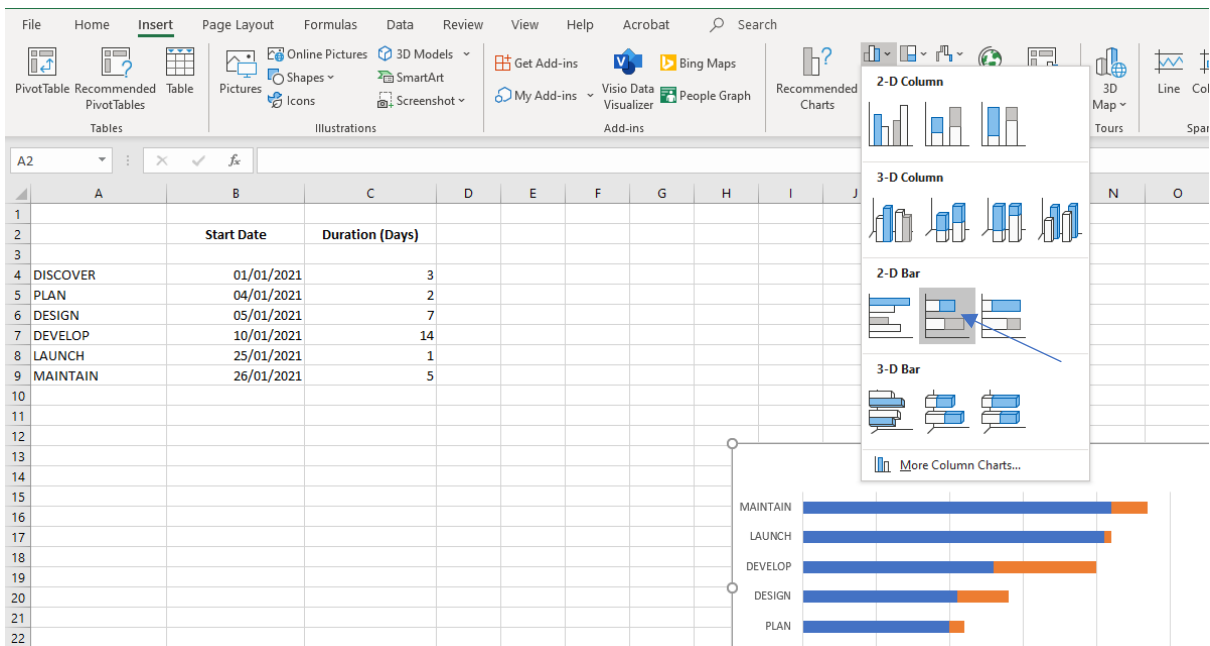


## Select and insert a chart

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

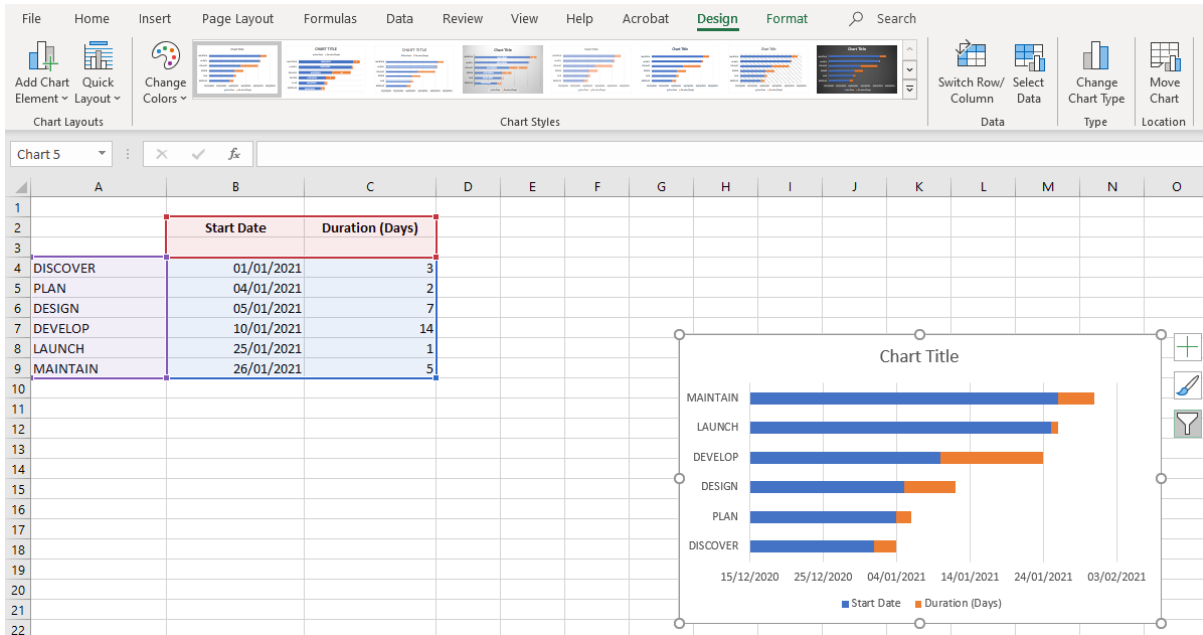


Now select the **Stacked Bar** option.

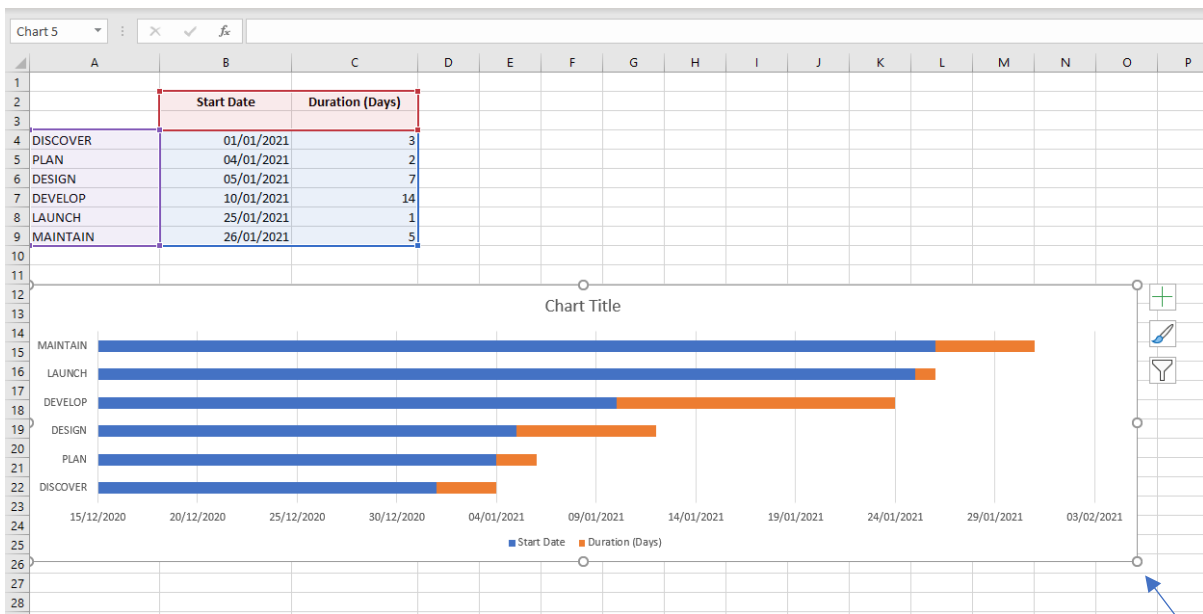


## Set up the chart

The chart showing the data has been inserted.

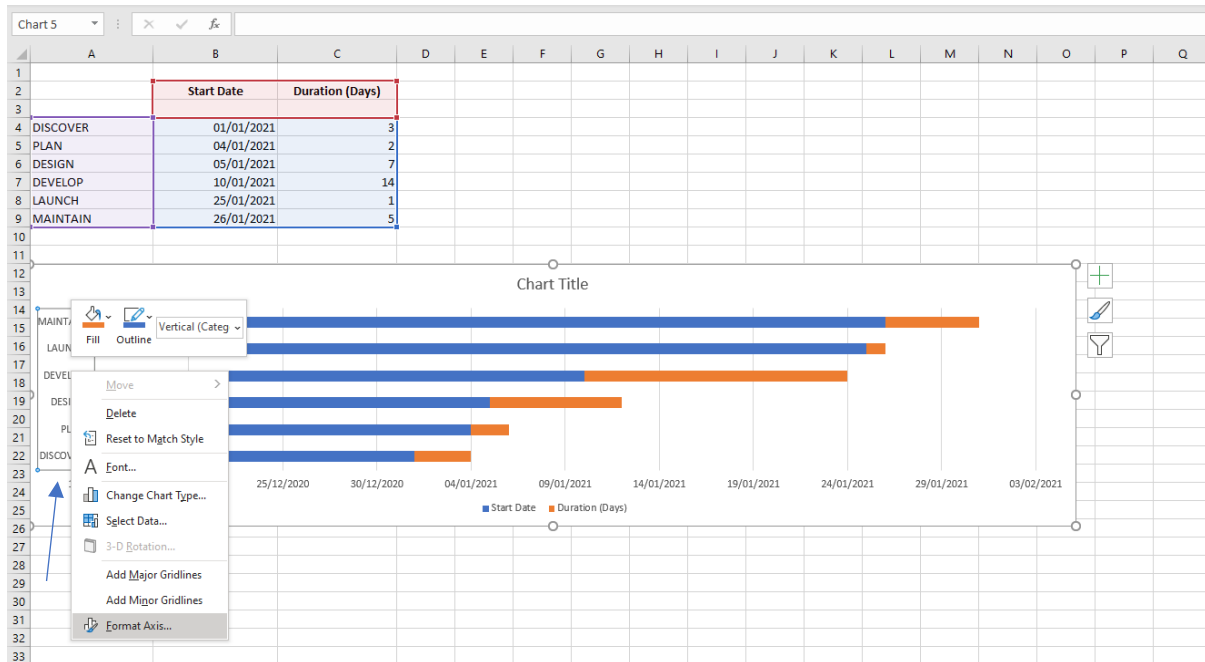


Drag the chart under the data and stretch it to a suitable size.

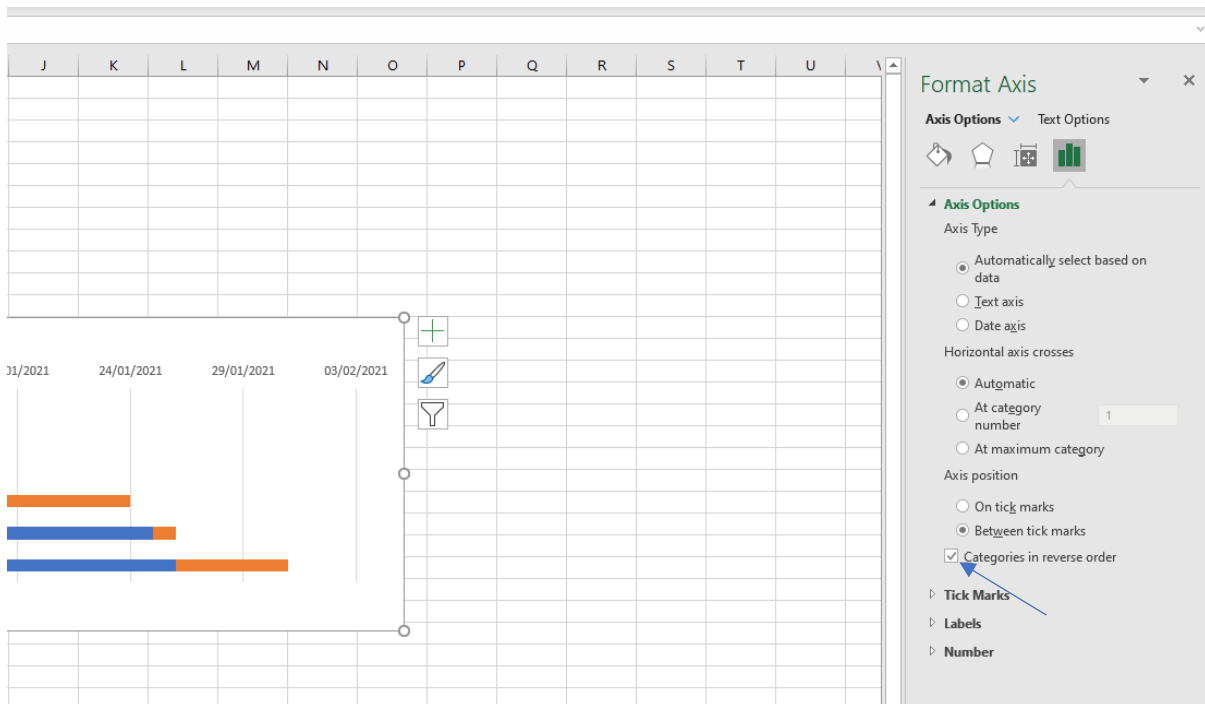


## Format the Vertical Axis

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.

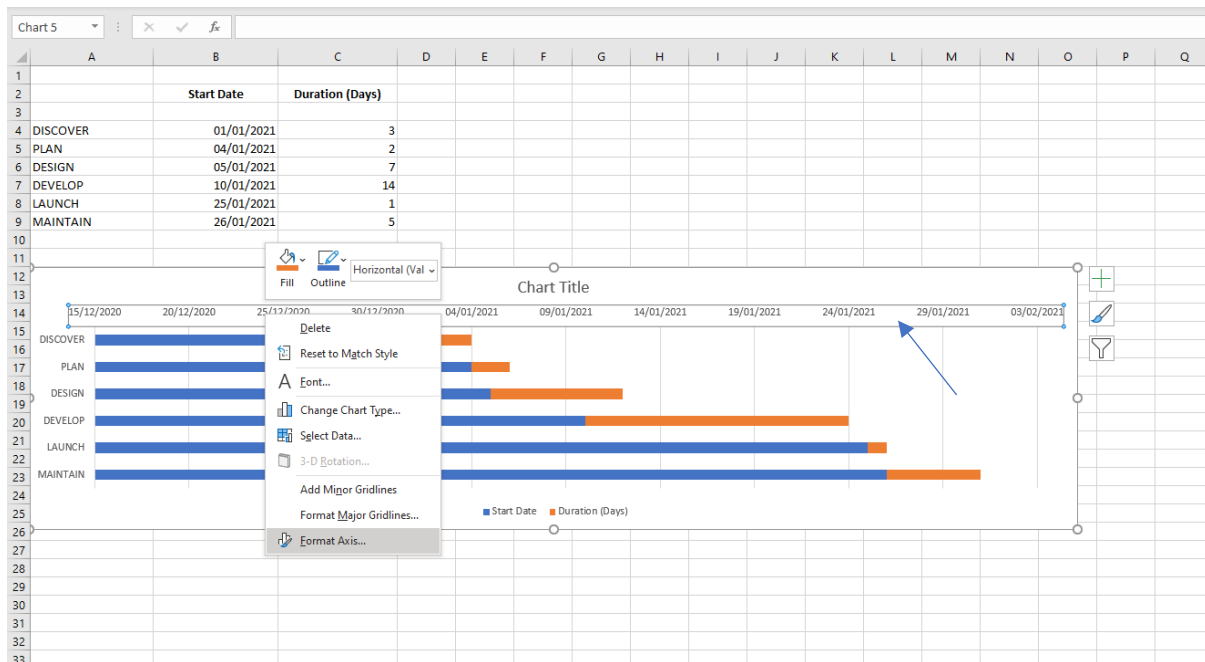


In the **Format Axis** dialog box that opens on the right of the interface select the **Categories in reverse order** option to correct the order of categories.

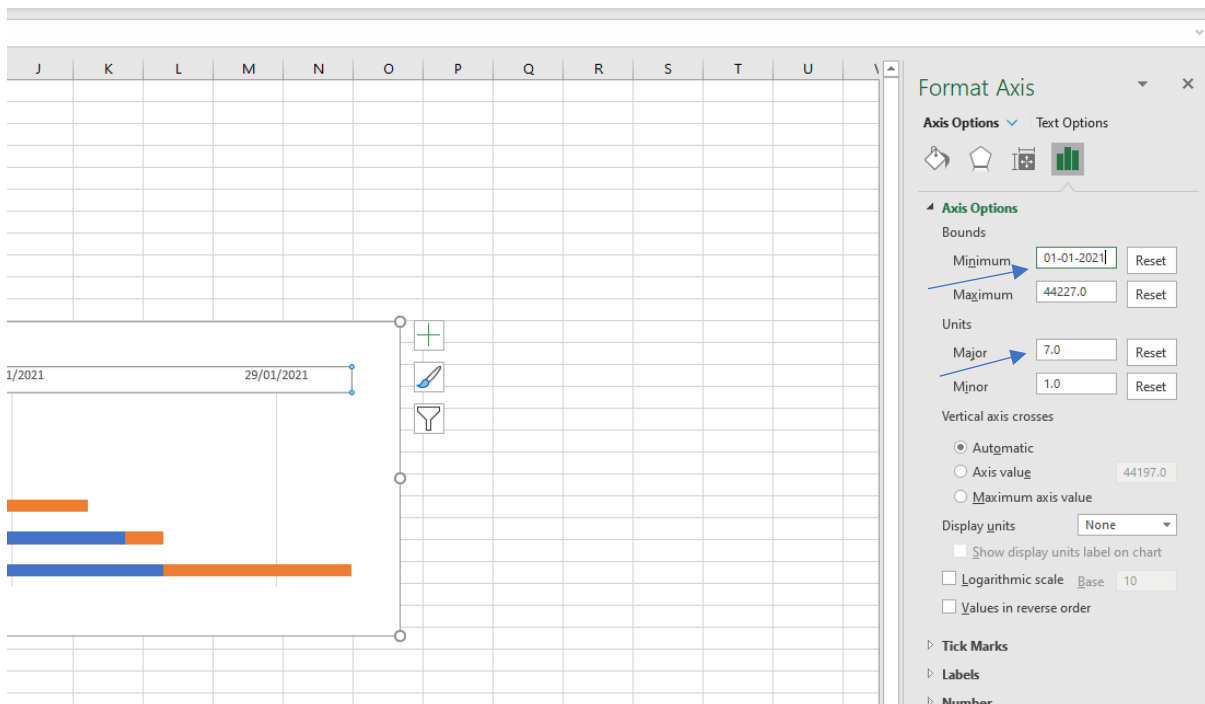


## Format the Horizontal Axis

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



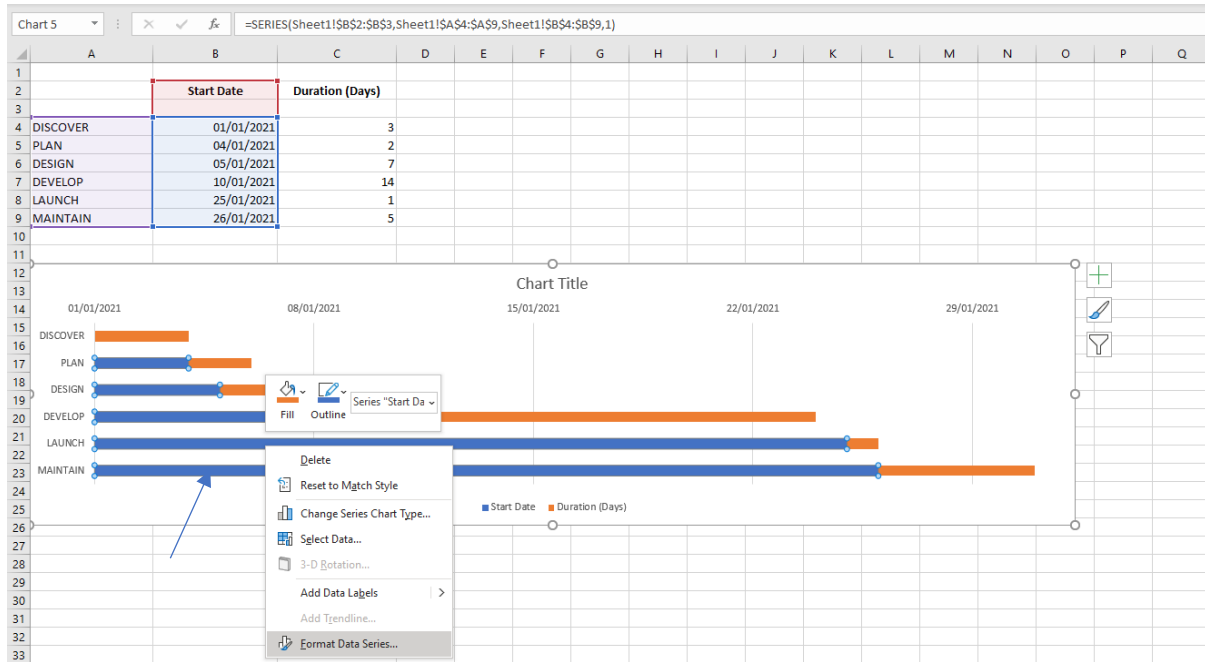
In the Format Axis dialog box that opens on the right of the interface enter the project start date **01-01-2021** in the **Minimum Bounds** field. Now enter the project end date **31-01-2021** in the **Maximum Bounds** field. Enter **7.0** into the **Major Units** field – this will divide the horizontal 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.



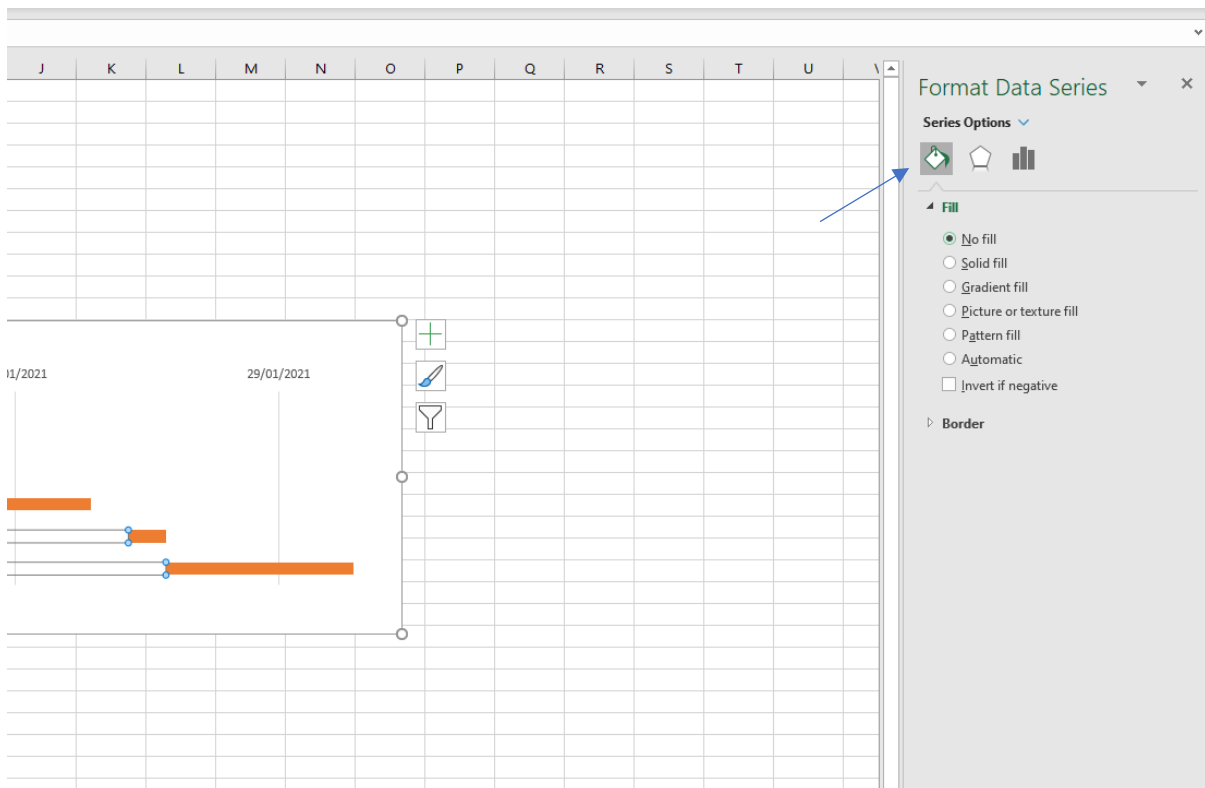


## Format the chart

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

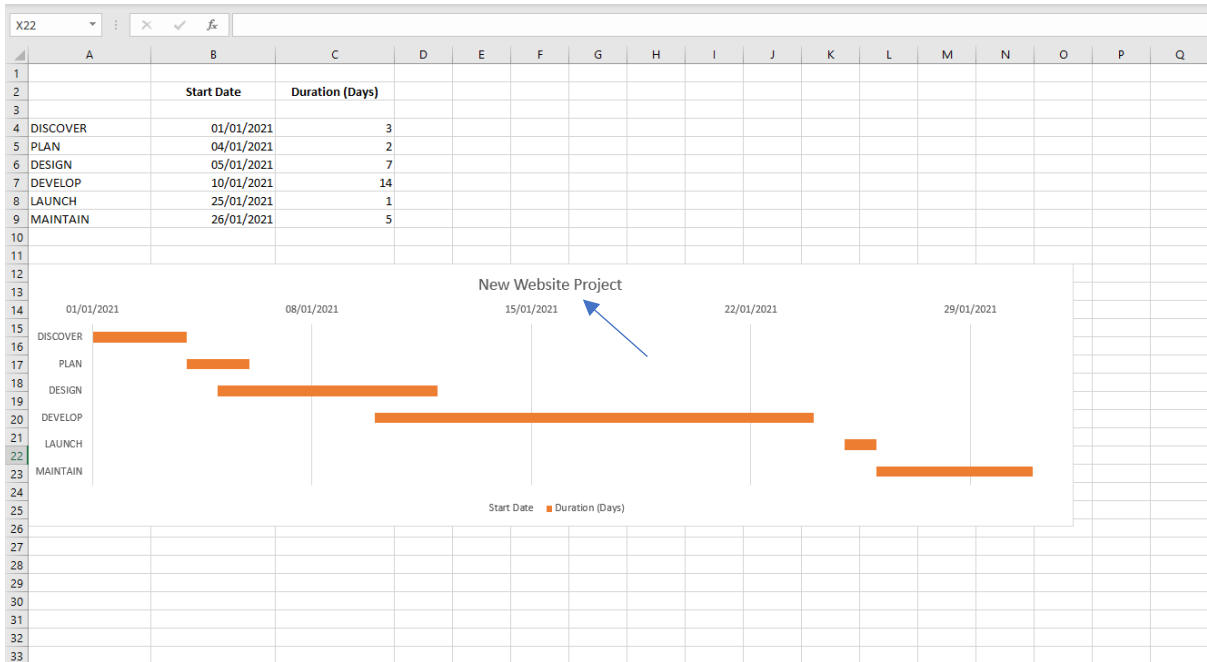


Click on the **Fill & Line** icon then Click the **Fill** drop down arrow and select **No fill** from the options.

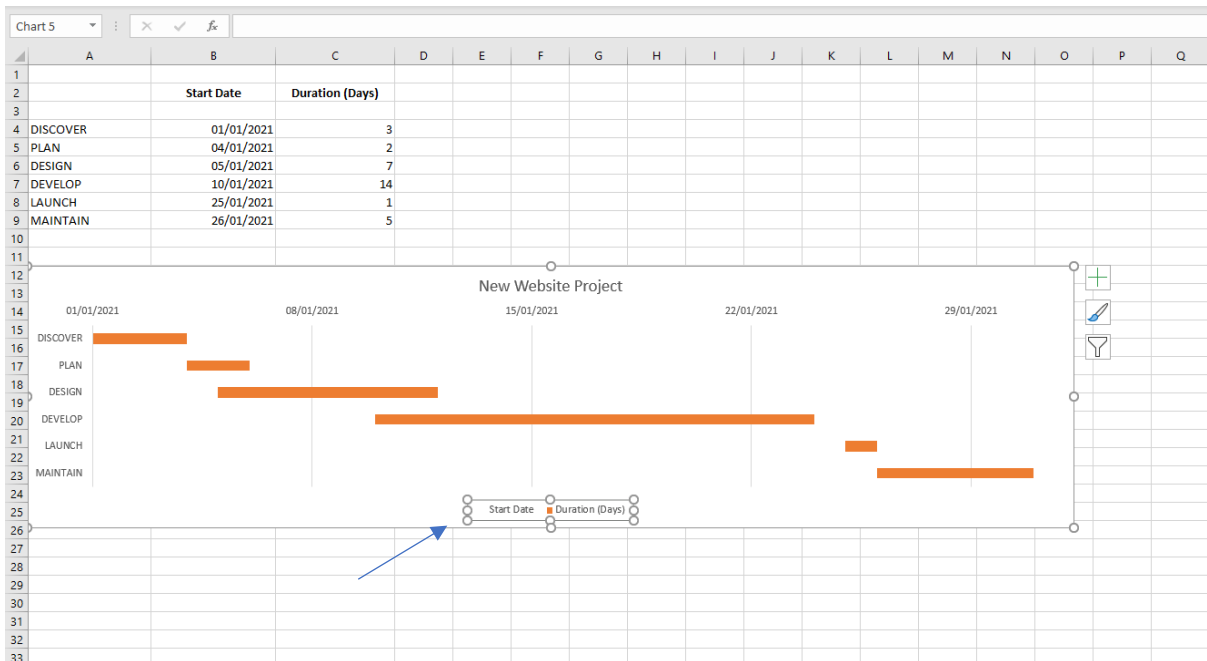


## Title the chart

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

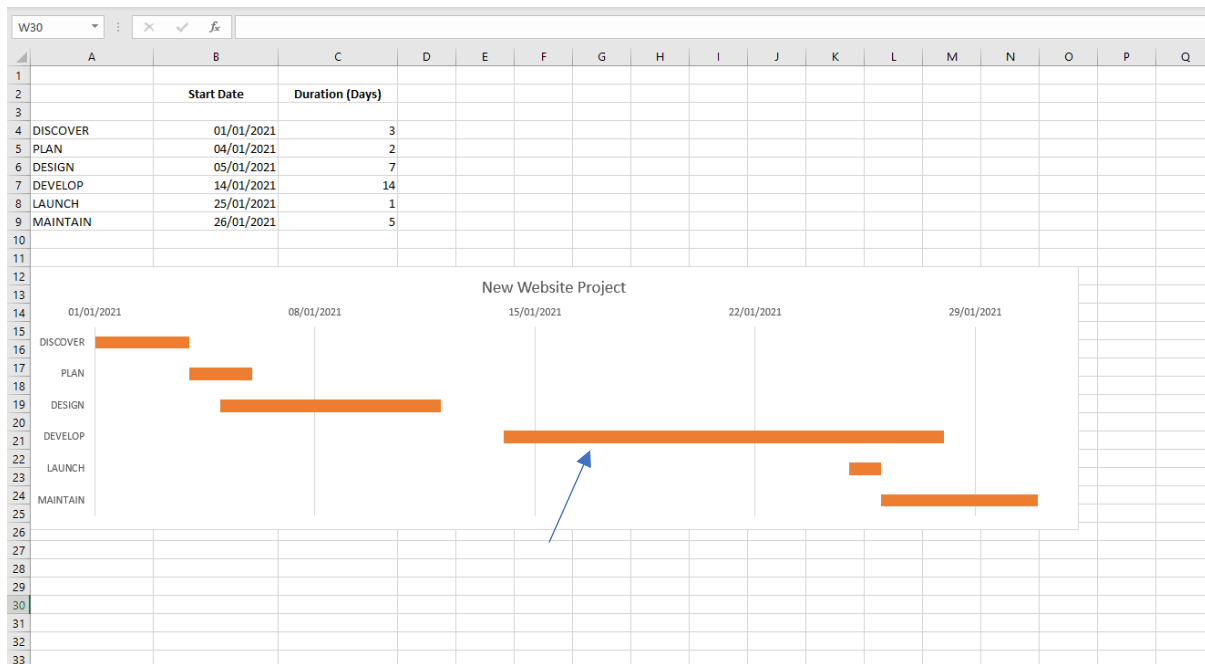


Remove the legend at the bottom of the chart by selecting it then pressing **Delete**.



## 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.

