

Edge Hill University

Create a Basic Gantt Chart Using Microsoft Excel

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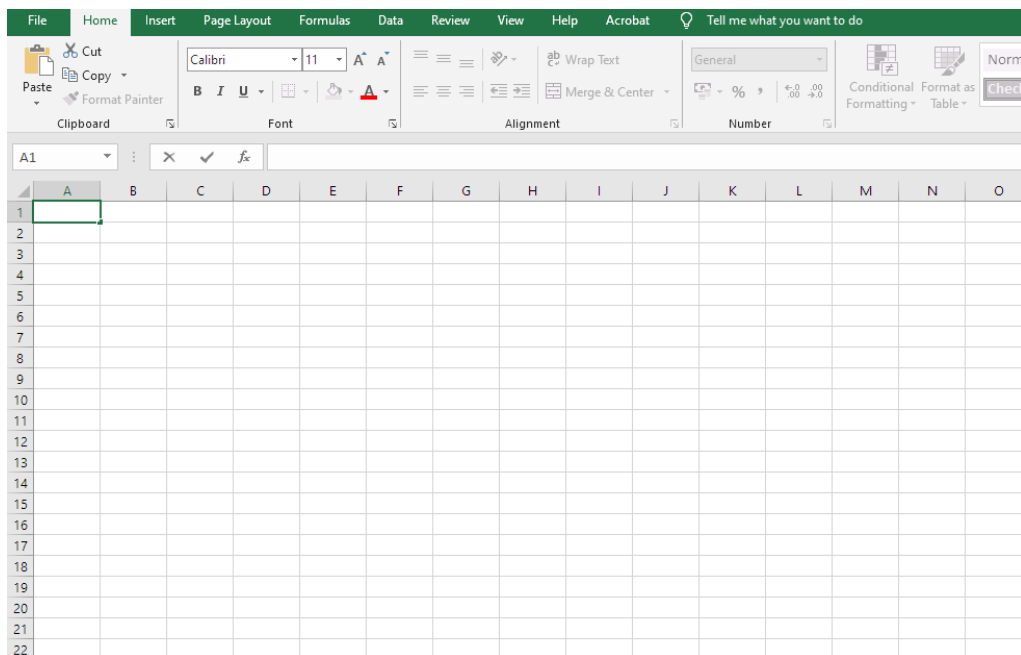
What is a Gantt chart?

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.

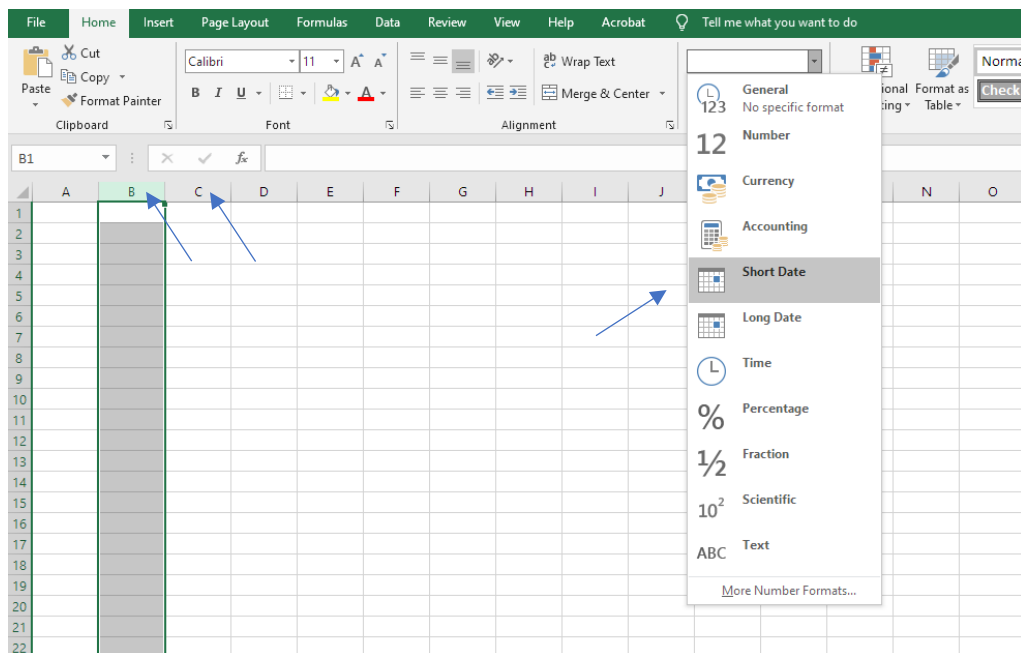


Add data to the Excel worksheet

To create a basic Gantt chart four columns 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)
- B] **End Date** (the date the individual activity or task should be completed)
- C] **Duration** (the number of days the activity or task takes to complete)

Click the top of **Column B** and change the number format to **Short Date**. Repeat for **Column C**.

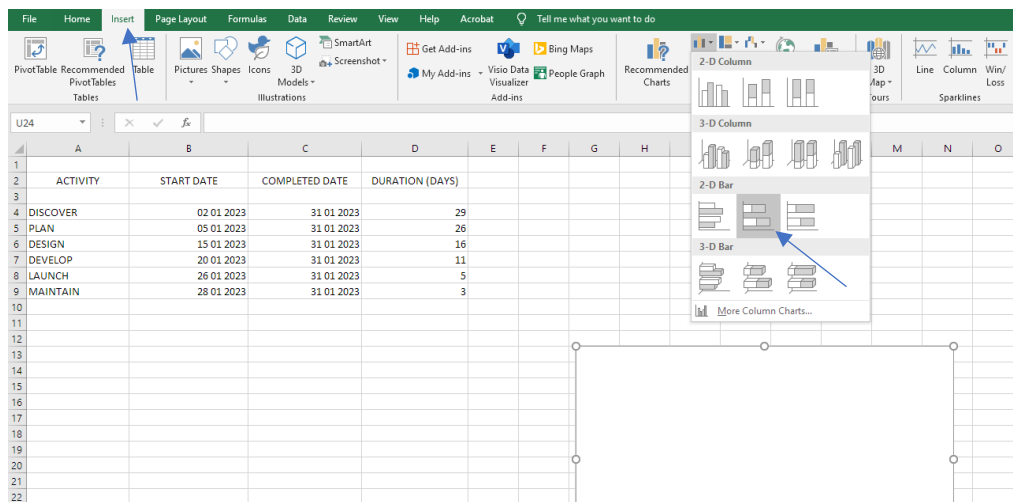


Enter the data as shown in the example image below.

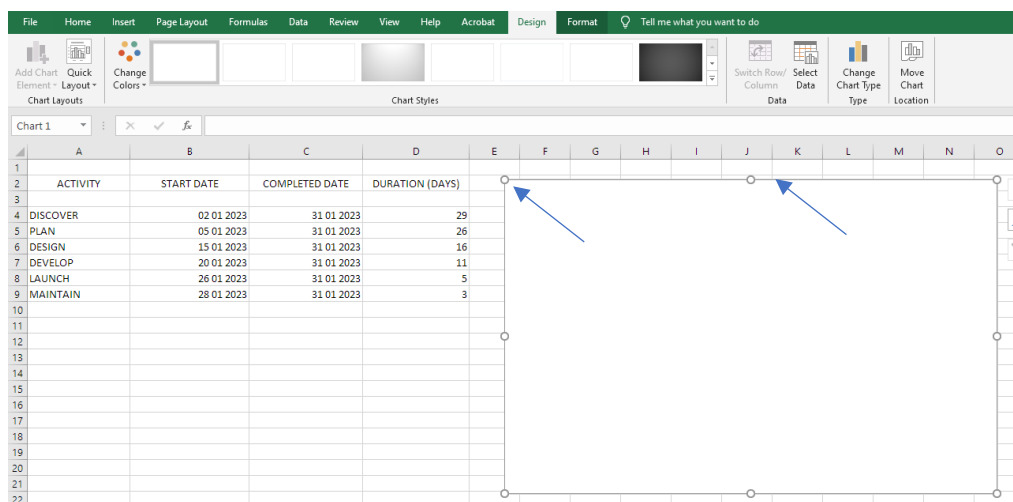
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	ACTIVITY	START DATE	COMPLETED DATE	DURATION (DAYS)											
3															
4	DISCOVER	02 01 2023	31 01 2023	29											
5	PLAN	05 01 2023	31 01 2023	26											
6	DESIGN	15 01 2023	31 01 2023	16											
7	DEVELOP	20 01 2023	31 01 2023	11											
8	LAUNCH	26 01 2023	31 01 2023	5											
9	MAINTAIN	28 01 2023	31 01 2023	3											
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															

Select and insert a chart

Click on the **Insert** tab in the ribbon then click on the **Insert Chart** drop-down icon. Select the **Stacked Bar** option.

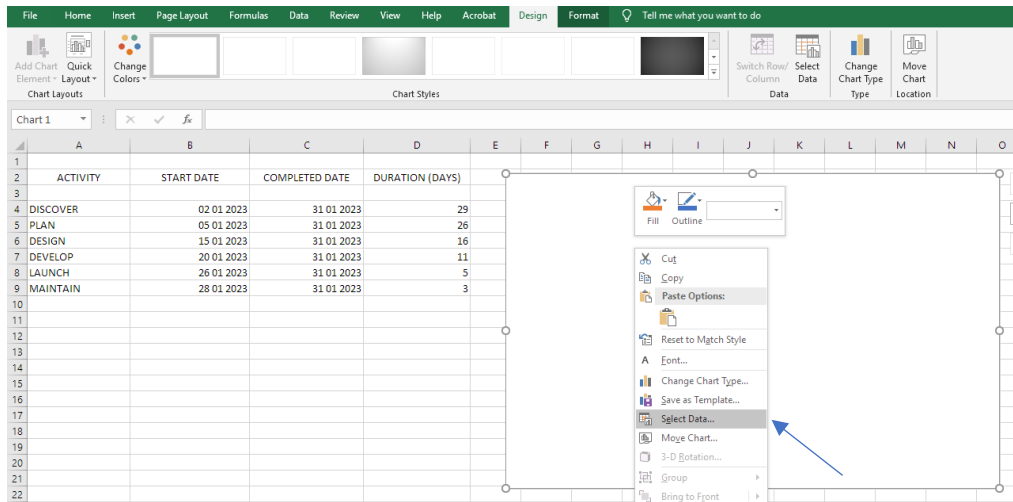


The blank chart has been added to the worksheet. **Resize** and **reposition** the chart by dragging the corner handles and the outside edge.



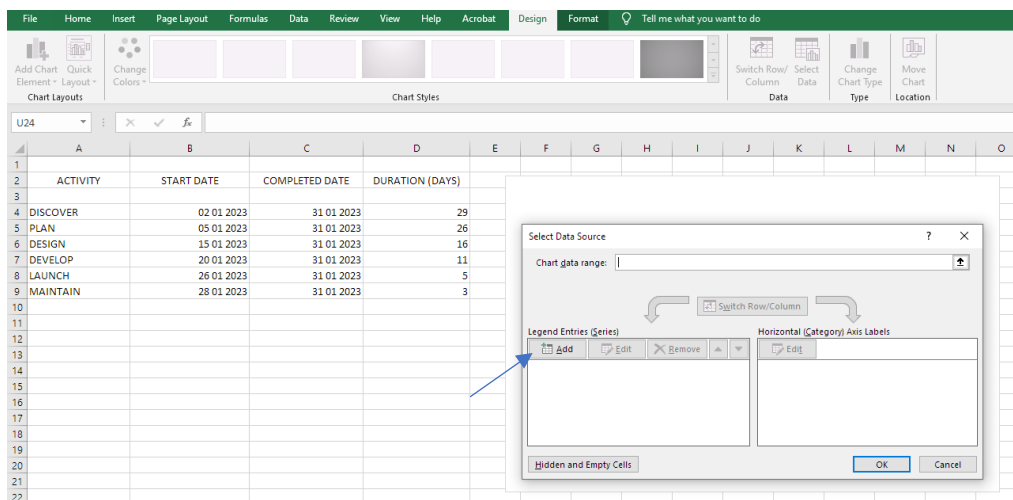
Add Start Date data to the Bar Chart

Right-click on the chart then click the **Select Data** option.

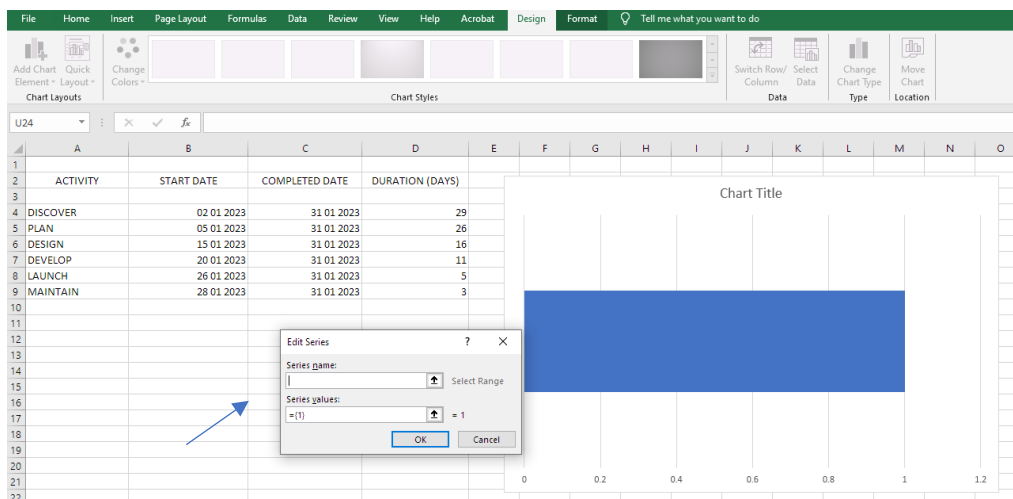


The **Select Data Source** dialog box is displayed.

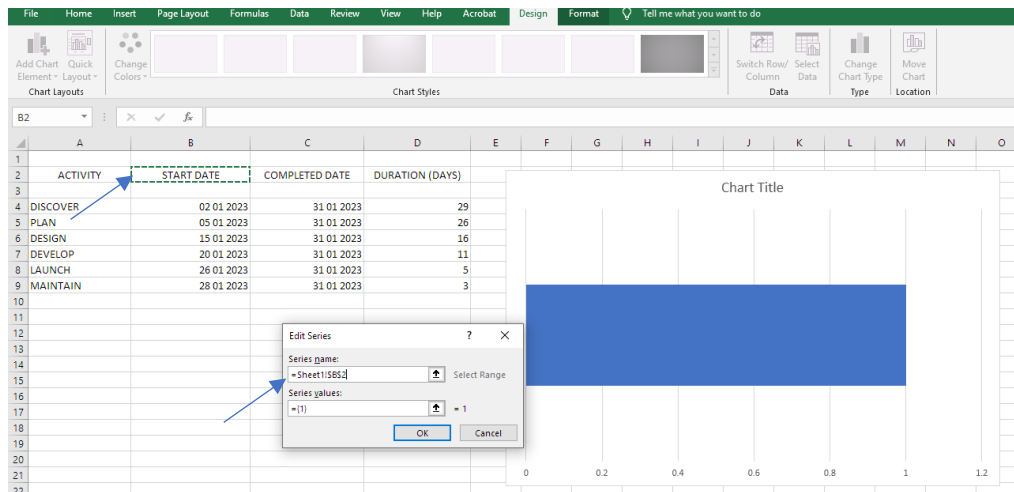
Click on the **Add** button under **Legend Entries (Series)**



The **Edit Series** dialog box is displayed.

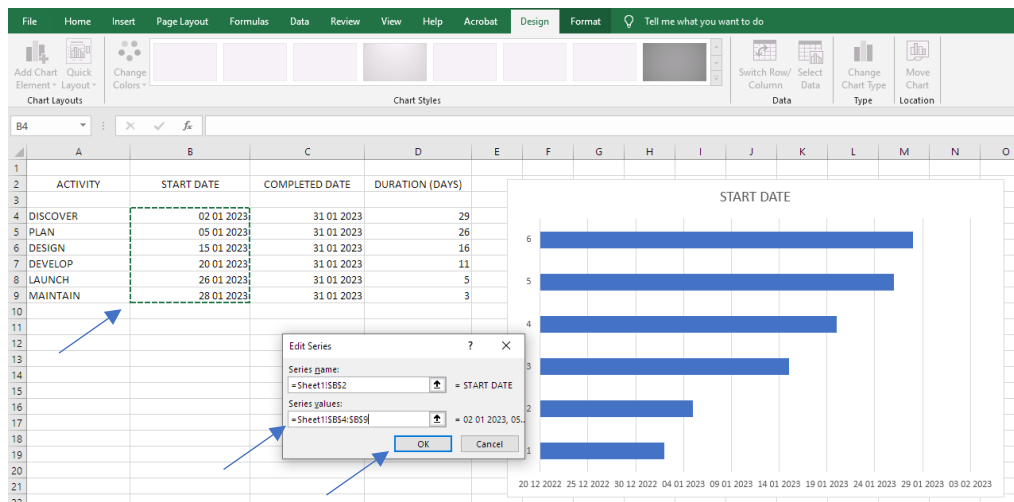


Click in the **Series name** field then select the **Start Date** cell.



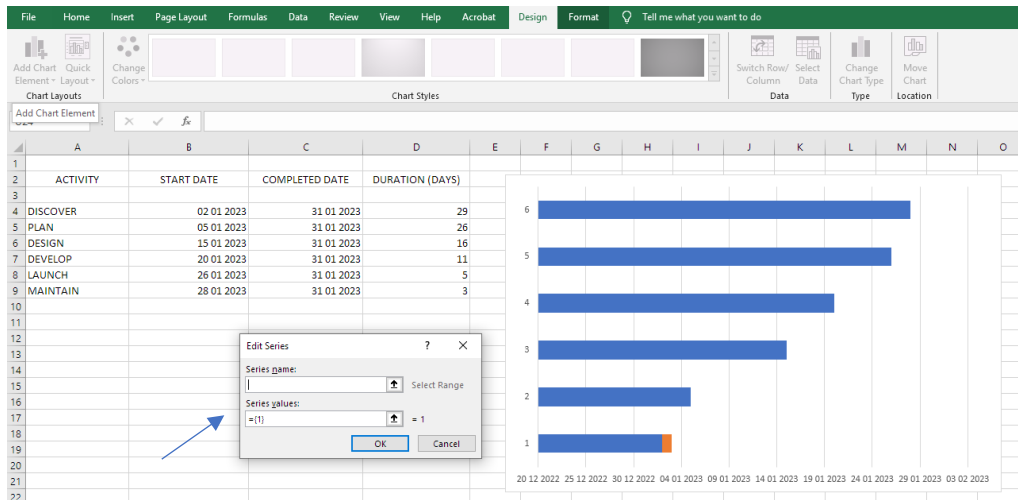
Now click in the **Series values** field, **clear any value shown** then select the full range of **Start Dates**.

Click on the **OK** button.

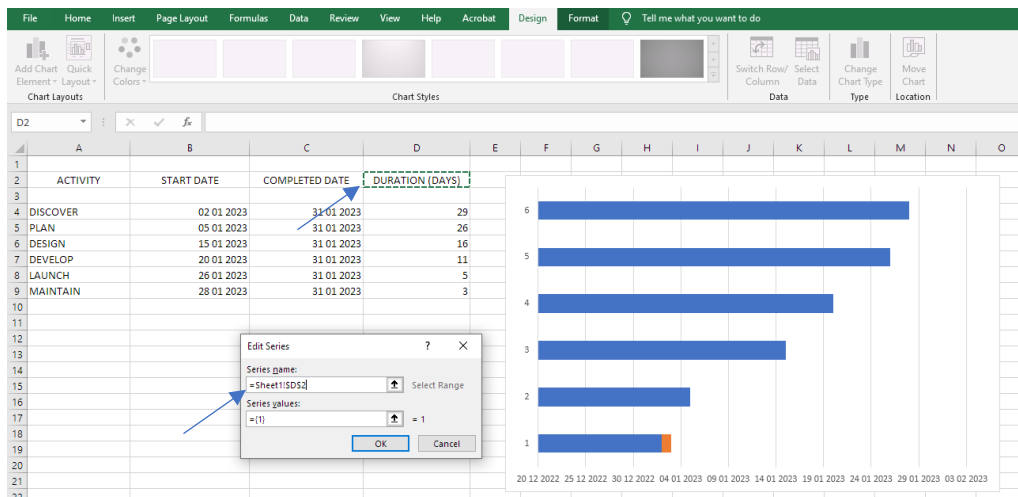


Add Duration data to the Bar Chart

Click on the **Add** button under **Legend Entries (Series)** - the **Edit Series** dialog box is displayed again.

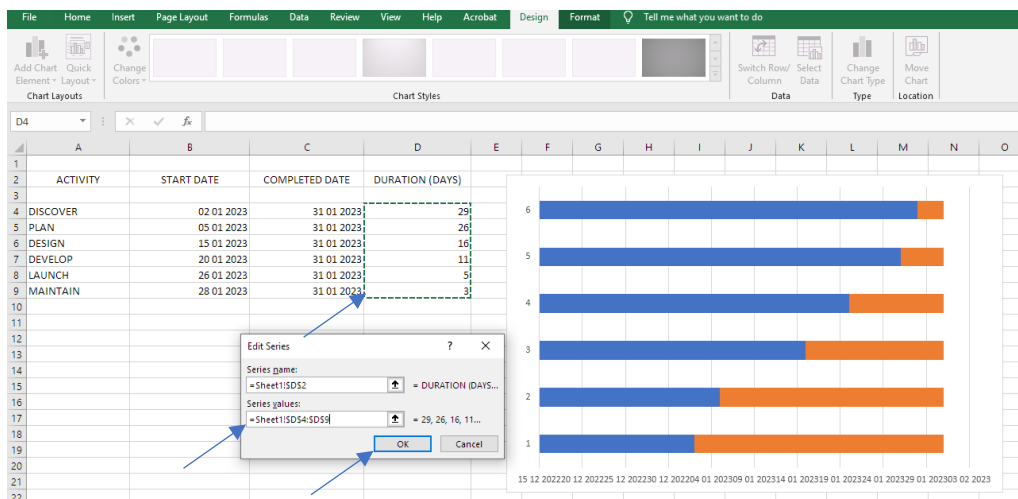


Click in the **Series name** field then select the **Duration** cell.



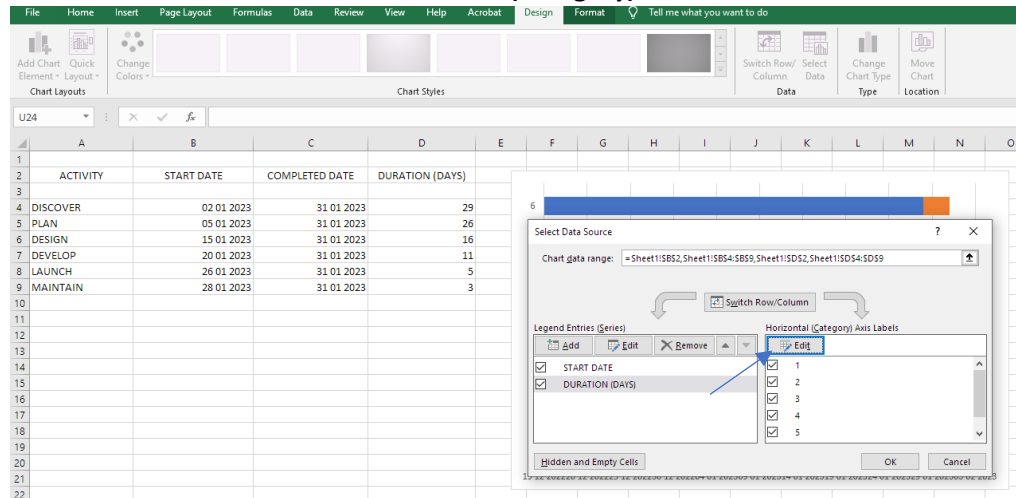
Click in the **Series values** field, **clear any value shown** then select the full range of **Duration** cells.

Click on the **OK** button.



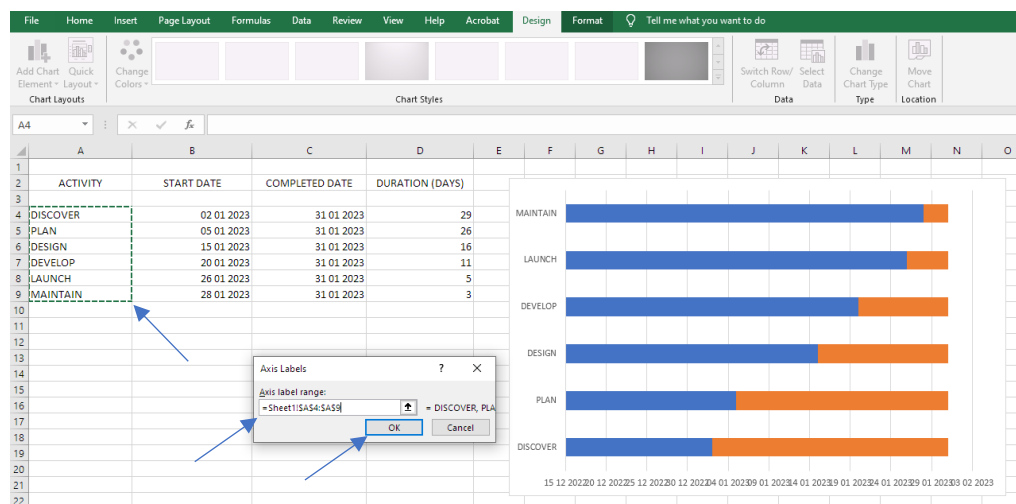
Add Activity data to the Vertical Axis

Click on the **Edit** button under **Horizontal (Category) Axis Labels**.

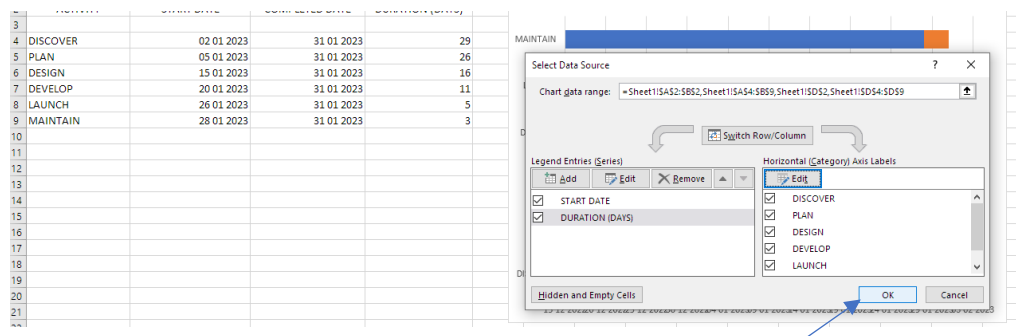


Click in the **Axis label range** field then select the full range of **Activity** cells.

Click on the **OK** button.

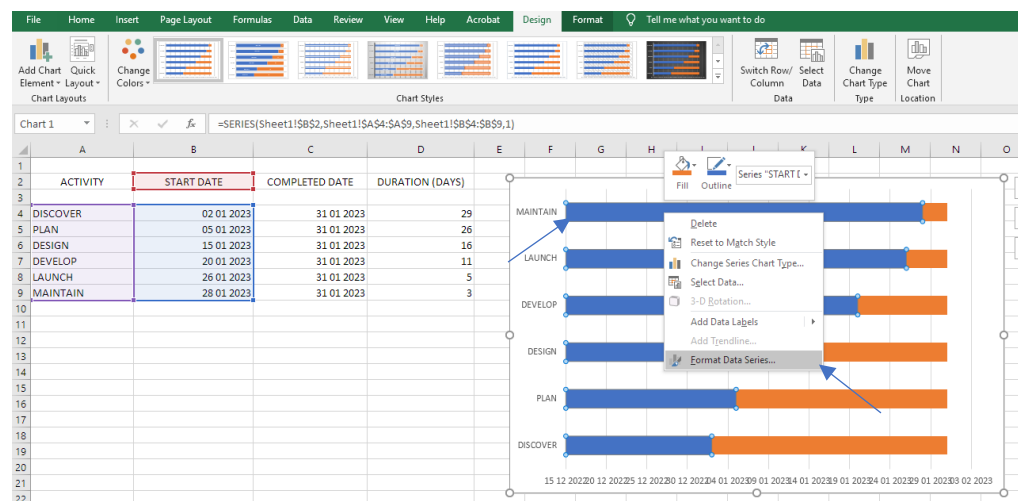


Click on the **OK** button to close the **Select Data Source** dialog box.

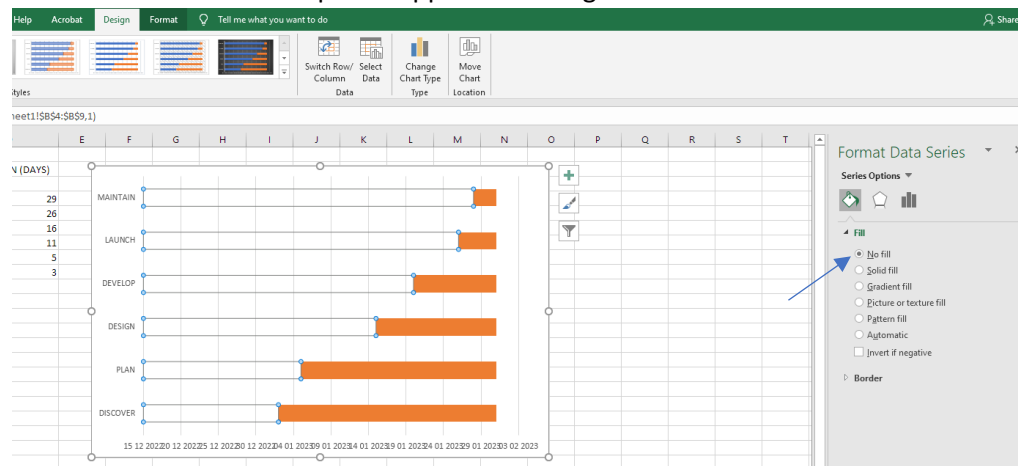


Format the chart

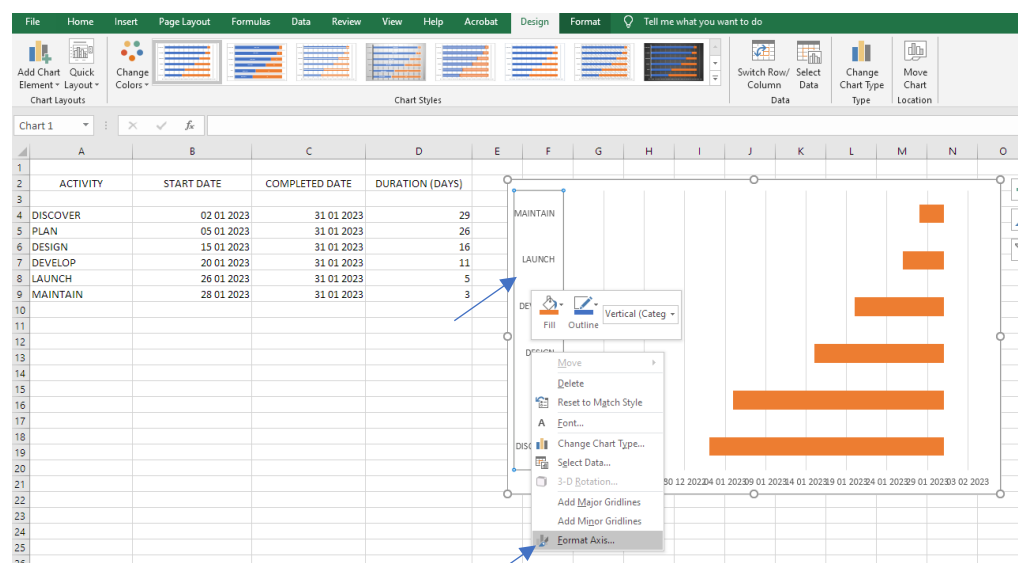
Right-click on the **blue** section of one of the bars then select the **Format Data Series** option.



The **Format Data Series** options appear at the right of the screen. Select **No Fill** from the options.

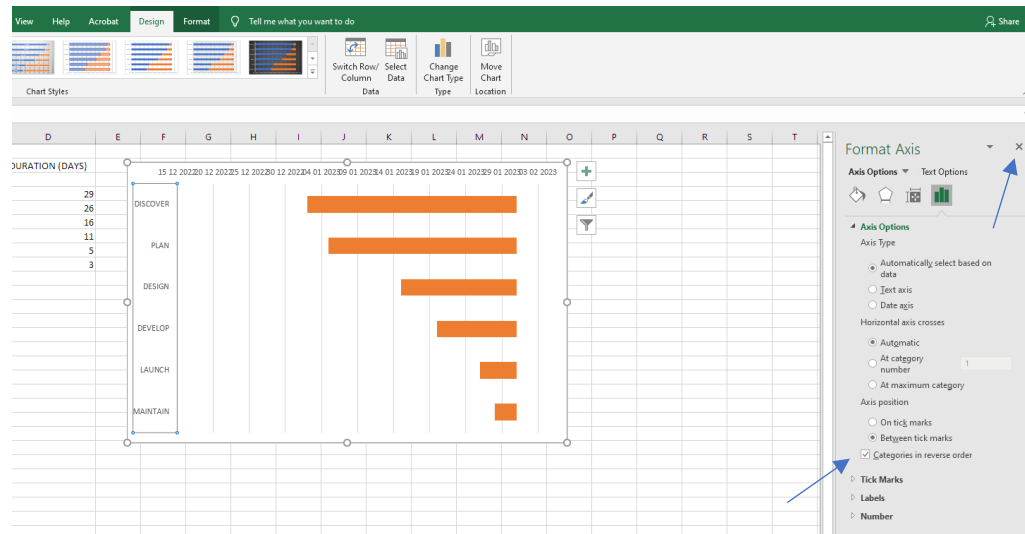


To reverse the order of the **Activity** items **right-click** on the **Vertical Axis** then select **Format Axis**.



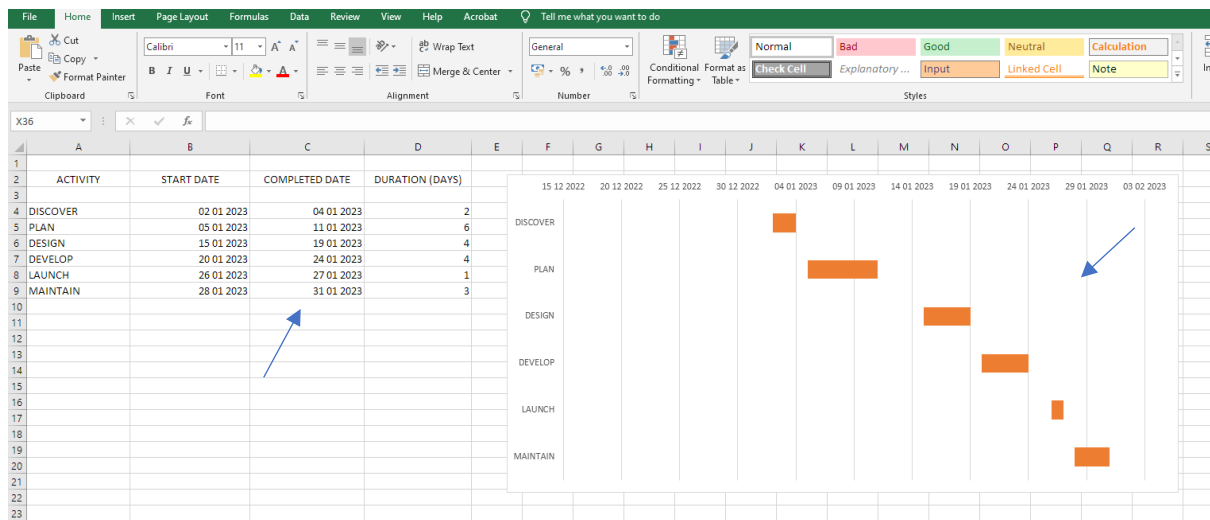
The **Format Axis** options appear at the right of the screen. Select **Categories in reverse order** from the options.

Close the **Format Axis** options box by clicking the **X** in the top right of the grey area.



Test the chart functionality

Change the Completed dates to more realistic target values then click inside an empty cell. Notice how the chart bars change to reflect the new **Completed Date** values.



The Gantt chart is now able to dynamically change the depiction of data depending on the values provided in any of the columns.

