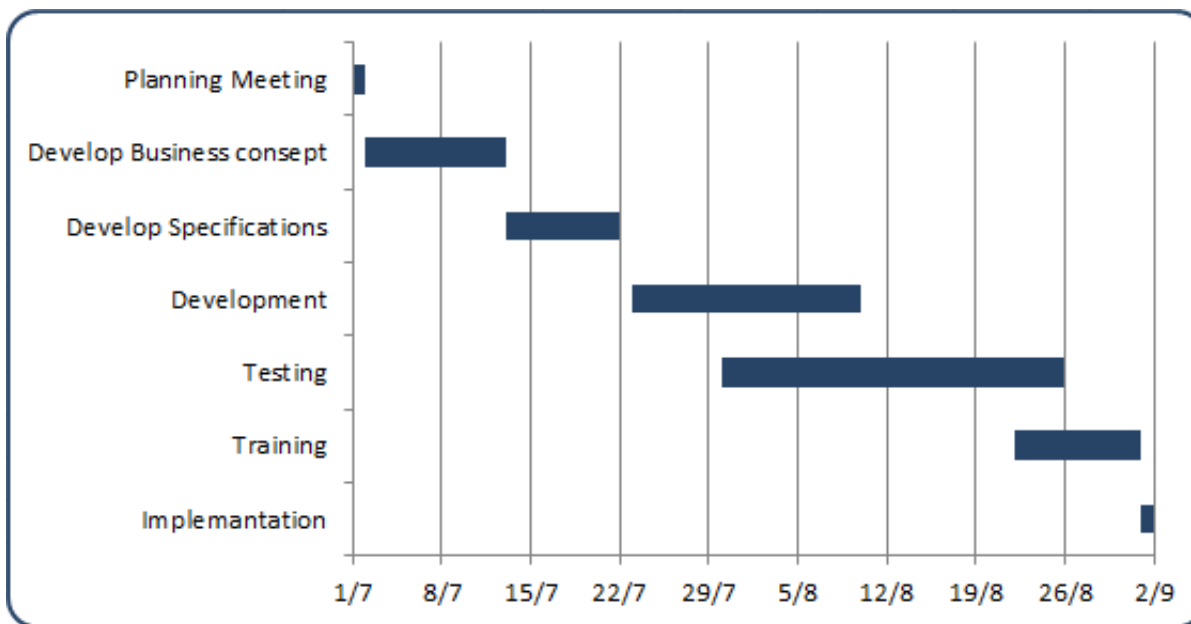


Creating a Gantt chart

Excel 2003 Excel 2007 **Excel 2010**

A **Gantt** chart is a horizontal bar chart that is often used in project management applications.

Although Excel doesn't support **Gantt** charts per se, creating a simple **Gantt** chart is fairly easy. The key is getting your data set up properly:



For example, the above **Gantt** chart is set up to depict a schedule for the project, in range **A4:C10**.

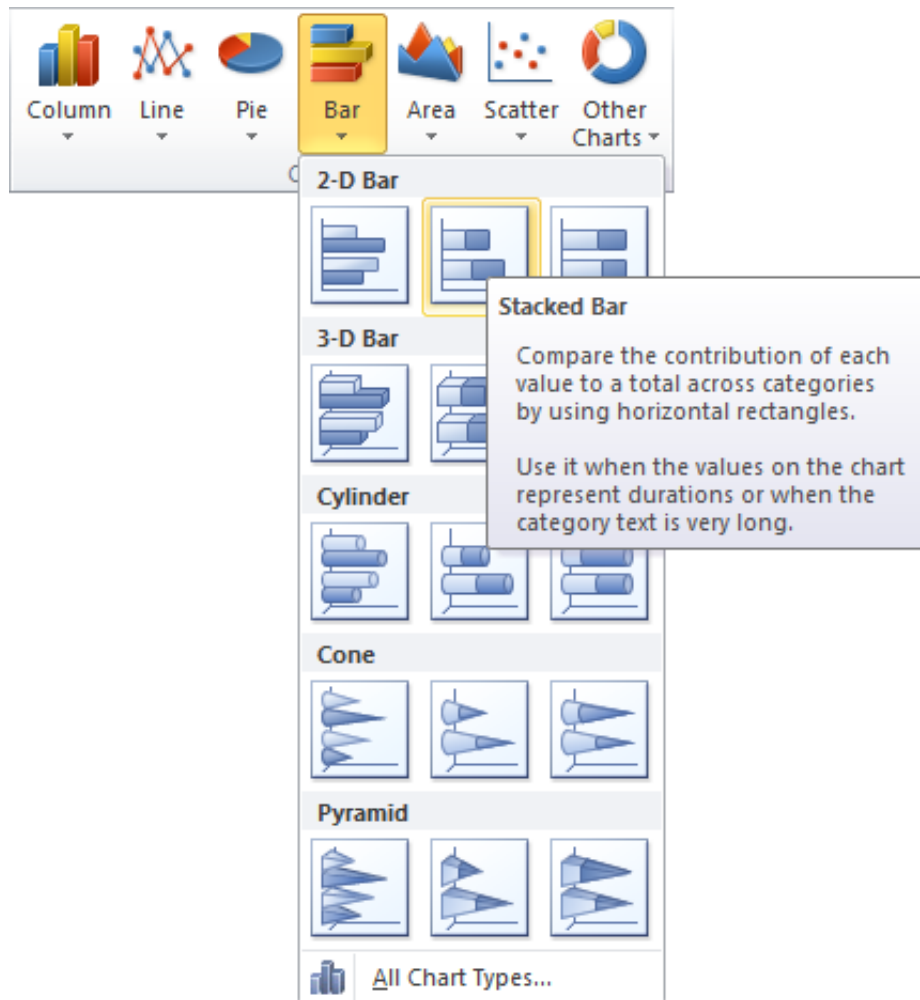
	A	B	C
1	Creating a Gantt chart		
2			
3	Task	Start Date	Duration
4	Planning Meeting	01 July 2010	1
5	Develop Business concept	02 July 2010	11
6	Develop Specifications	13 July 2010	9
7	Development	23 July 2010	18
8	Testing	30 July 2010	27
9	Training	22 August 2010	10
10	Implementation	01 September 2010	1

The horizontal axis represents the total time span of the project, and each bar represents a project task. The viewer can quickly see the duration of each task and identify overlapping tasks. Column **A** contains the task name, column **B** contains the corresponding start date, and column **C** contains the duration of the task, in days.

Follow these steps to create the **Gantt** chart:

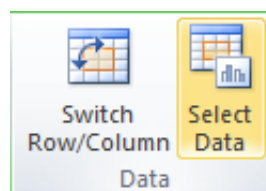
1. Select the range **A4:C10** and then on the **Insert** tab, in the **Charts** group, select

the **Bar** button and choose **Stacked Bar** to create a chart:

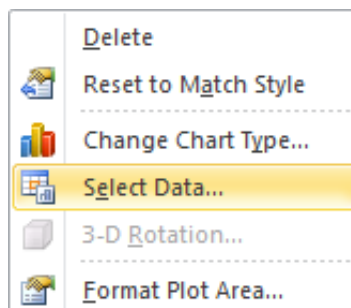


2. Remove the **Legend** and do one of the following:

- On the **Design** tab, in the **Data** group, choose **Select Data**:

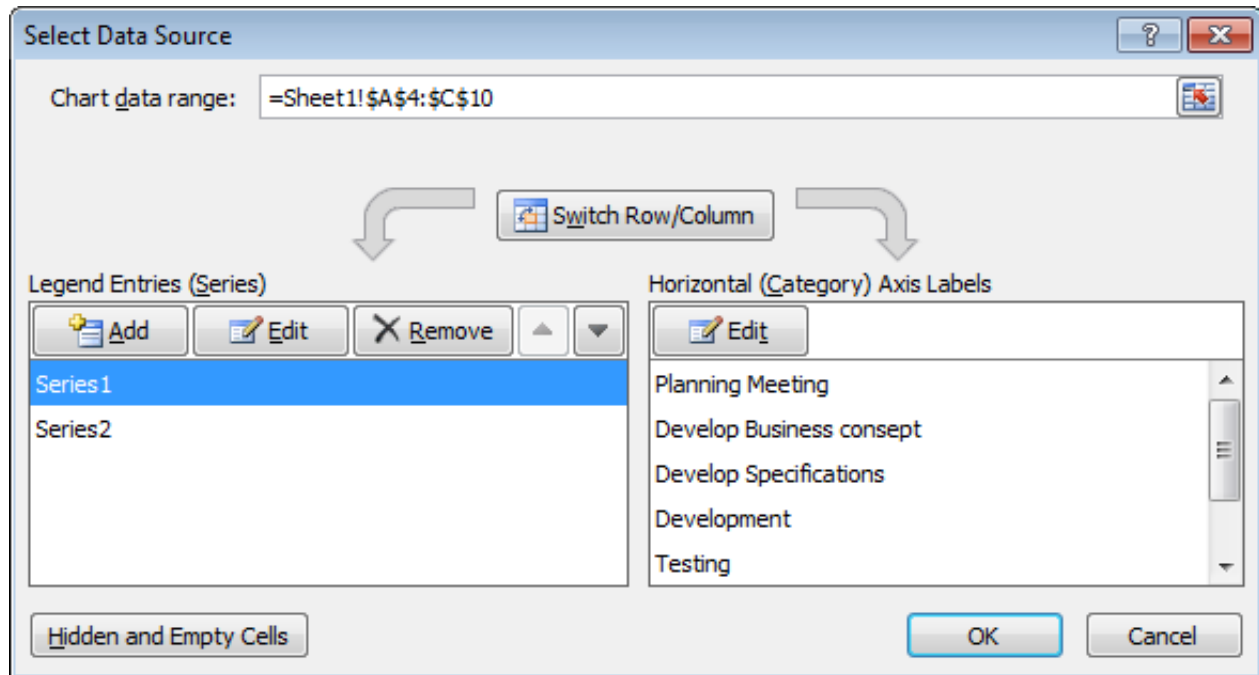


- Right-click in the chart area and choose **Select Data...** in the popup menu:

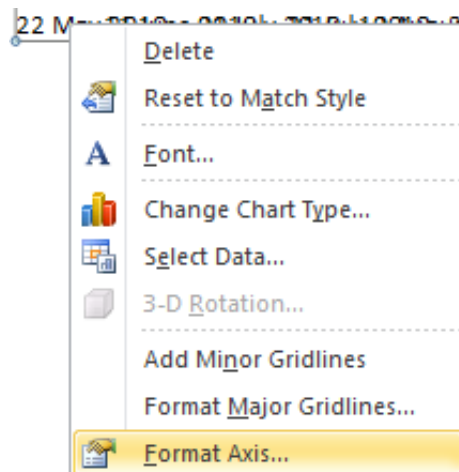


In the **Select Data Source** dialog box:

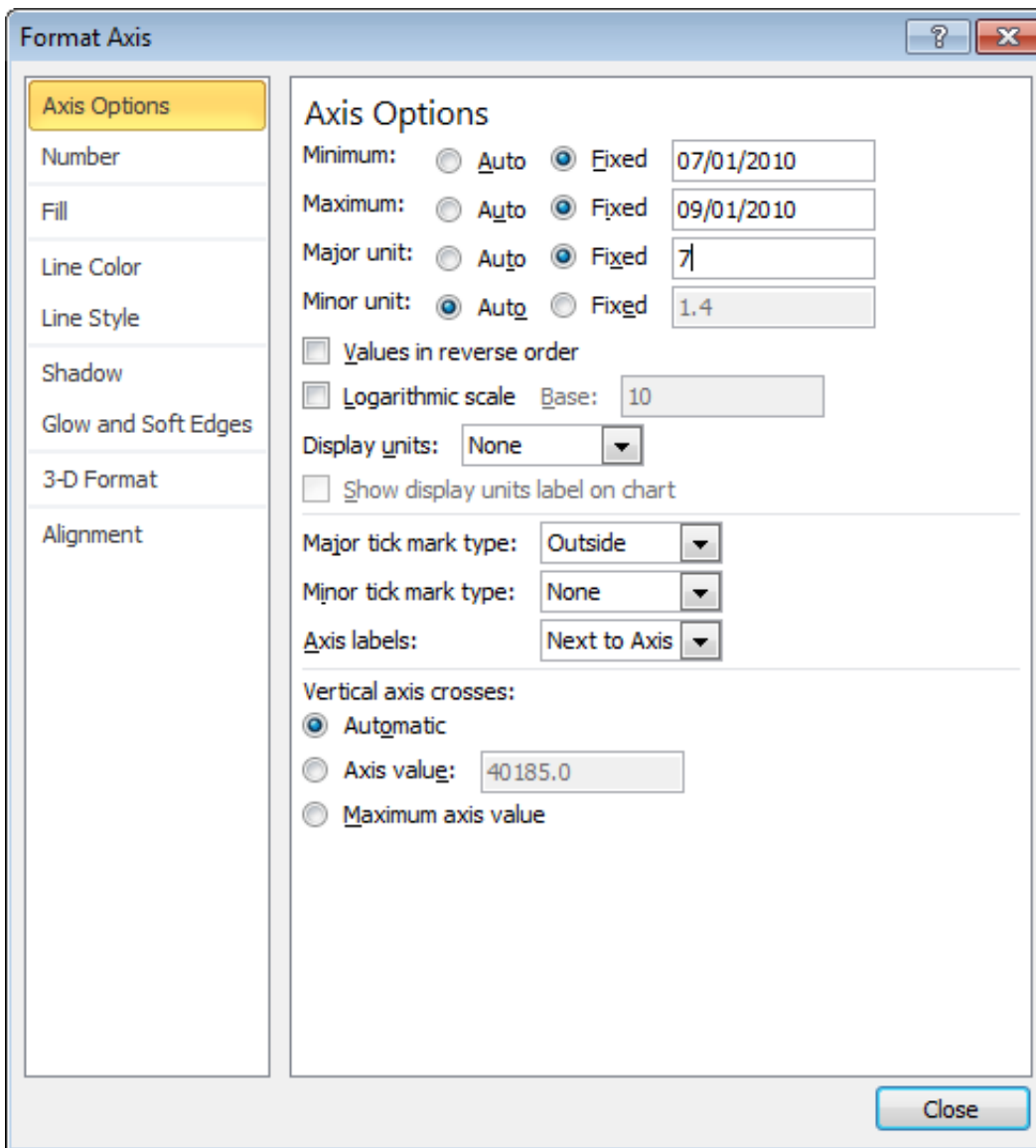
- Correct data in **Horizontal (Category) Axis Labels**. Notice that Excel incorrectly uses the first two columns as the **Horizontal (Category) Axis Labels**.
- In the **Legend Entries (Series)** group, add a new data series. Then set the chart's series to the following:
 - Series 1: **\$B\$4:\$B\$10**
 - Series 2: **\$C\$4:\$C\$10**
 - Horizontal (Category) Axis Labels: **\$A\$4:\$A\$10**



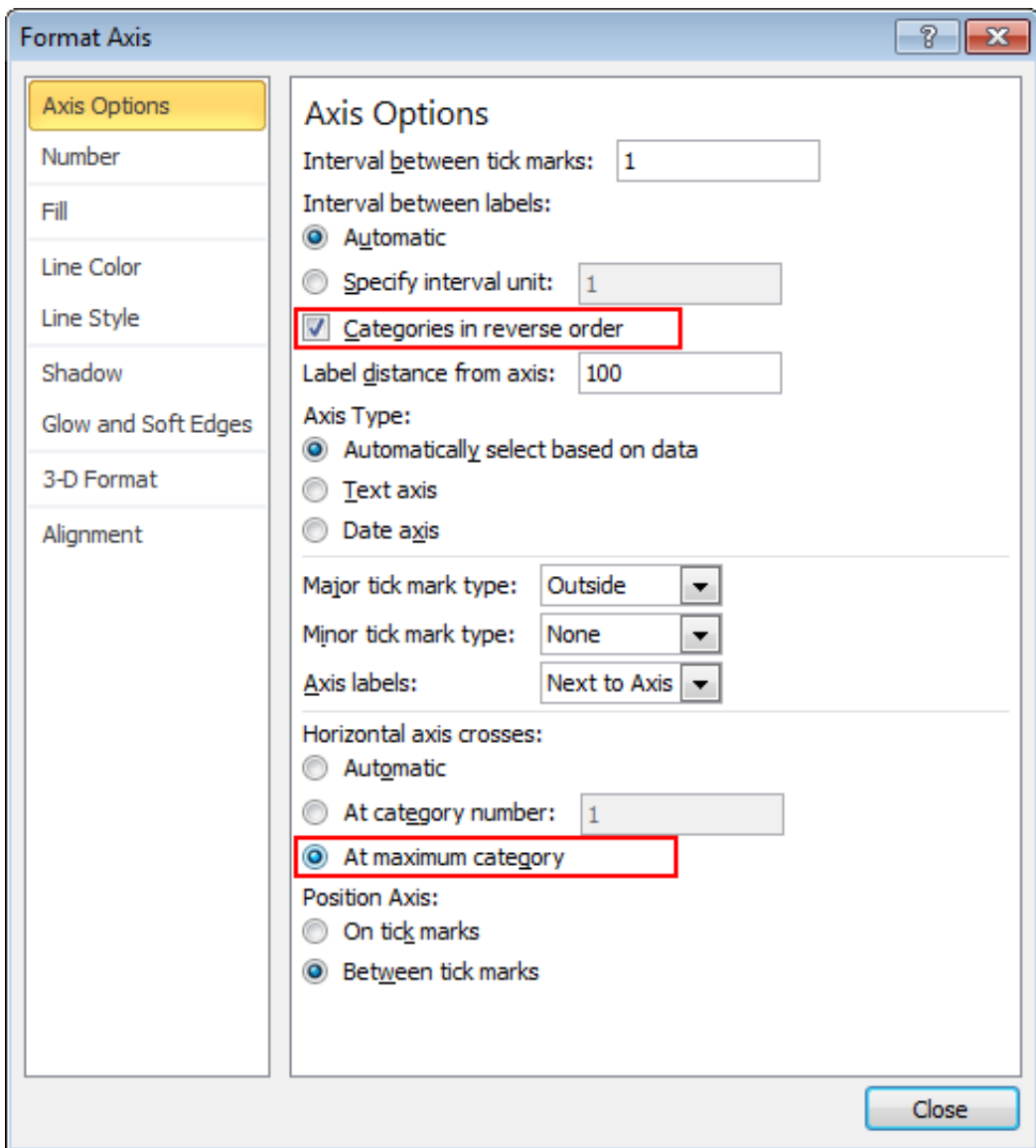
3. Right-click one of the dates along the category axis and select **Format Axis...** in the popup menu:



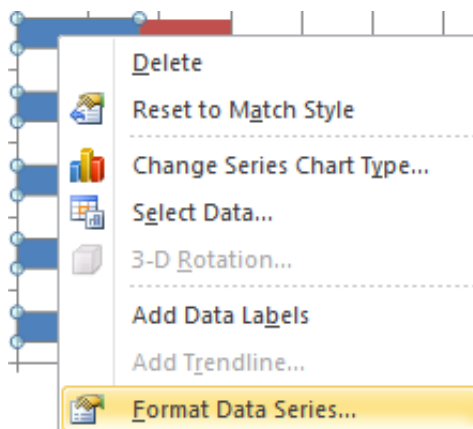
In the **Format Axis** dialog box, adjust the horizontal axis **Minimum** and **Maximum** scale values to correspond to the earliest and latest dates in the data. You also may want to set the **Major** unit to 7 to indicate weeks:



4. Access the **Format Axis** dialog box for the vertical axis: in the **Axis Options** tab, check the option labeled **Categories in reverse order**, and also set the option labeled **At maximum category** in the **Horizontal axis crosses** group:



5. Right-click in the first data series and choose **Format Data Series...** in the popup menu:



To makes the first data series invisible, in the **Format Data Series** dialog box:

- On the **Fill** tab, set **Fill** to **No fill**
- On the **Border Color** tab, set **Border Color** to **No line**

6. Apply other formatting as desired.

