How to Make a Gantt Chart in MS Excel

1. Make a Project Task List.
2. Make a Stacked Bar Chart.
3. Add Data to Your Excel Gantt Chart.
4. Edit the Horizontal Axis of Your Excel Gantt Chart.
5. Format Your Excel Gantt Chart.

Additions:

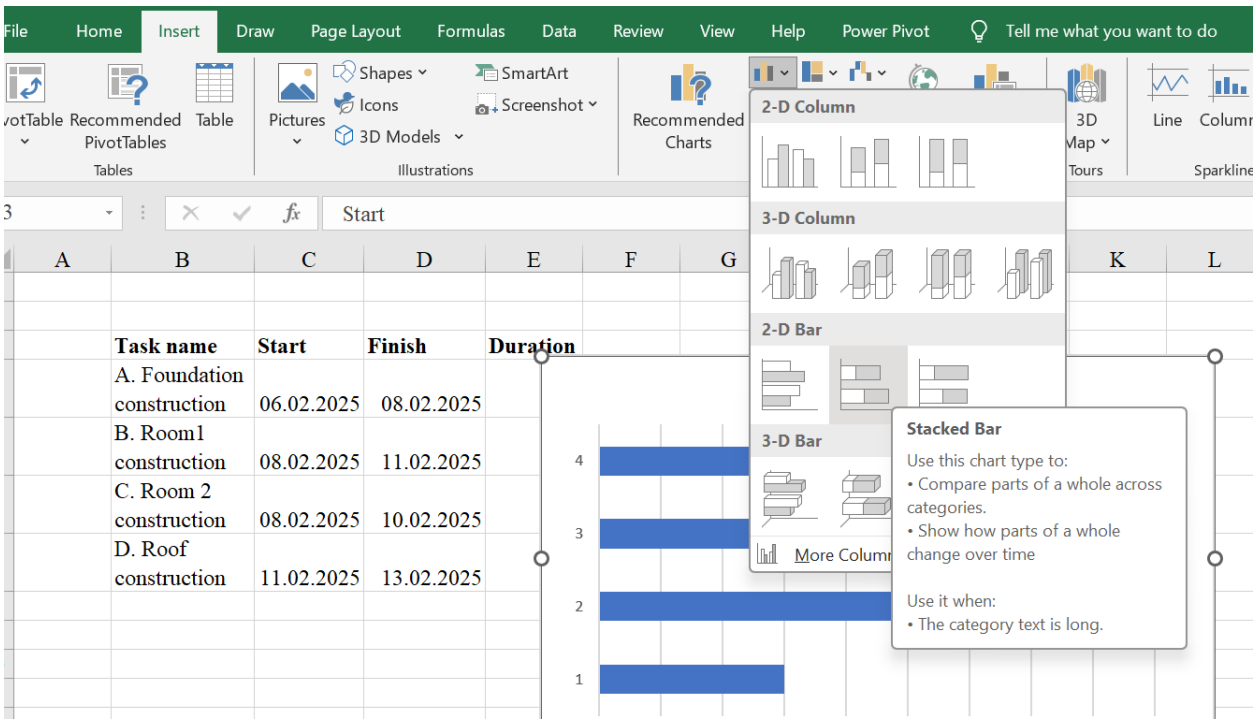
6. Assign Tasks to Your Team Members.
7. Allocate Resources and Estimate Costs.
8. Add More Details to the Project Task List.

1. Make a Project Task List.

Task name	Start	Finish	Duration
A. Foundation construction	06.02.2025	08.02.2025	2
B. Room1 construction	08.02.2025	11.02.2025	3
C. Room 2 construction	08.02.2025	10.02.2025	2
D. Roof construction	11.02.2025	13.02.2025	2

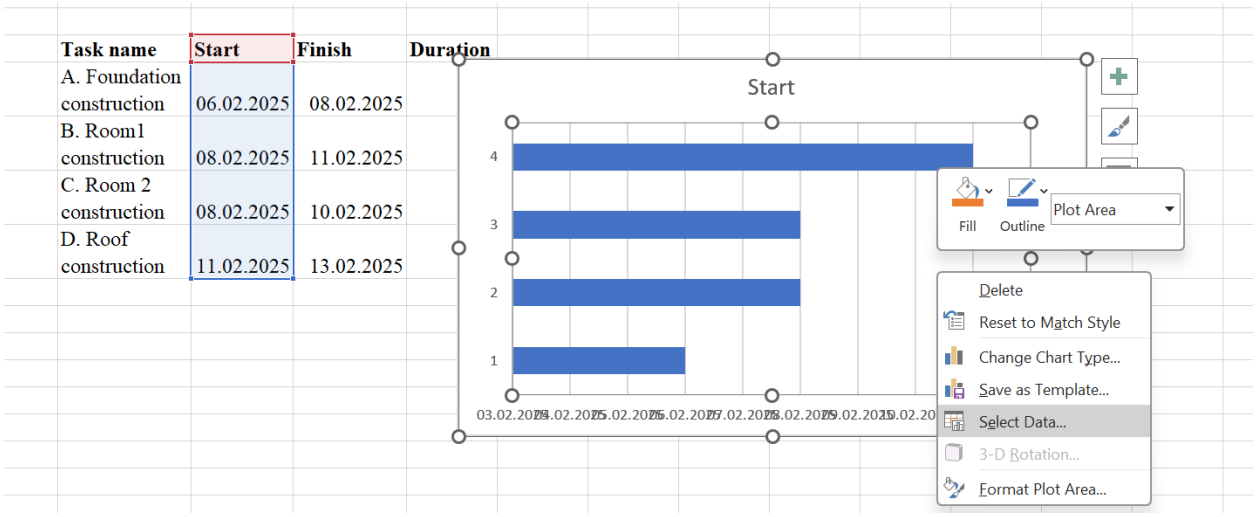
2. Make a Stacked Bar Chart.

Make a standard stacked bar chart with data from your project table. The first thing you'll need to do is to select the "Start (Date)" column and then click on insert and select the stacked bar chart from the graph menu, as shown in the image below.

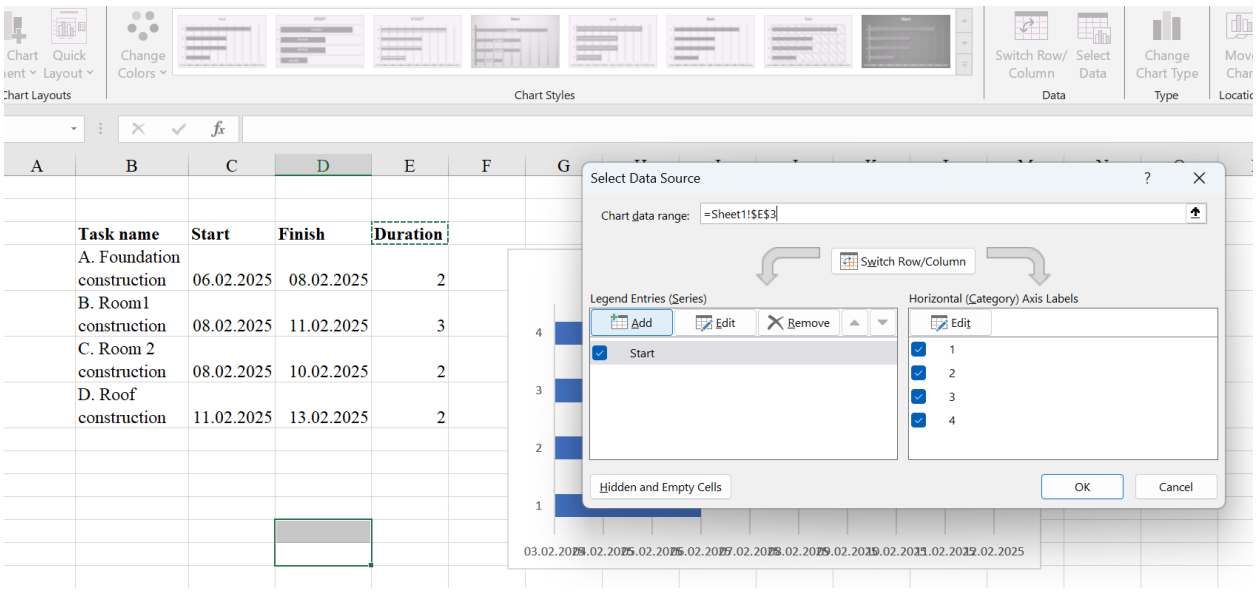


3. Add Data to Your Excel Gantt Chart

Right-click the stacked bar chart and then click on “select data” from the dropdown list.



Then click “Add” under “Legend Entries (Series)” and use the data selection tool to grab values from the “Duration (Days)” column. Select only the “Duration (Days)” cell to set it as the “Series name”.



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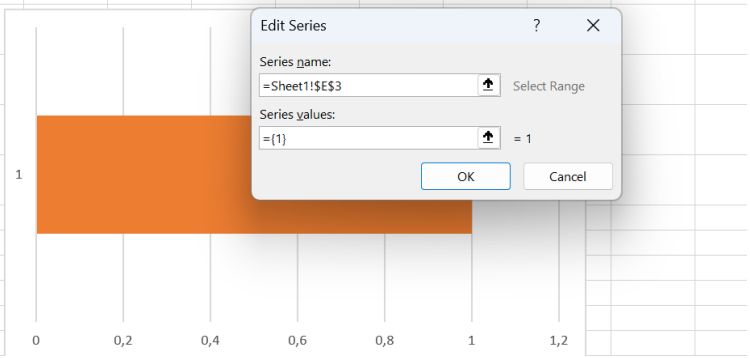
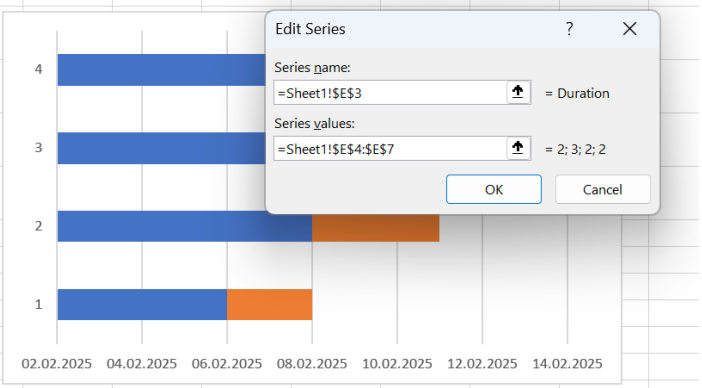


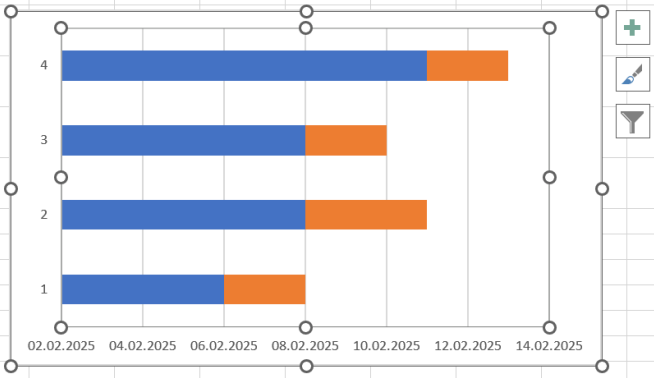
Then select the rest of the column as the “Series Values”.

Task name	Start	Finish	Duration
A. Foundation construction	06.02.2025	08.02.2025	2
B. Room1 construction	08.02.2025	11.02.2025	3
C. Room 2 construction	08.02.2025	10.02.2025	2
D. Roof construction	11.02.2025	13.02.2025	2



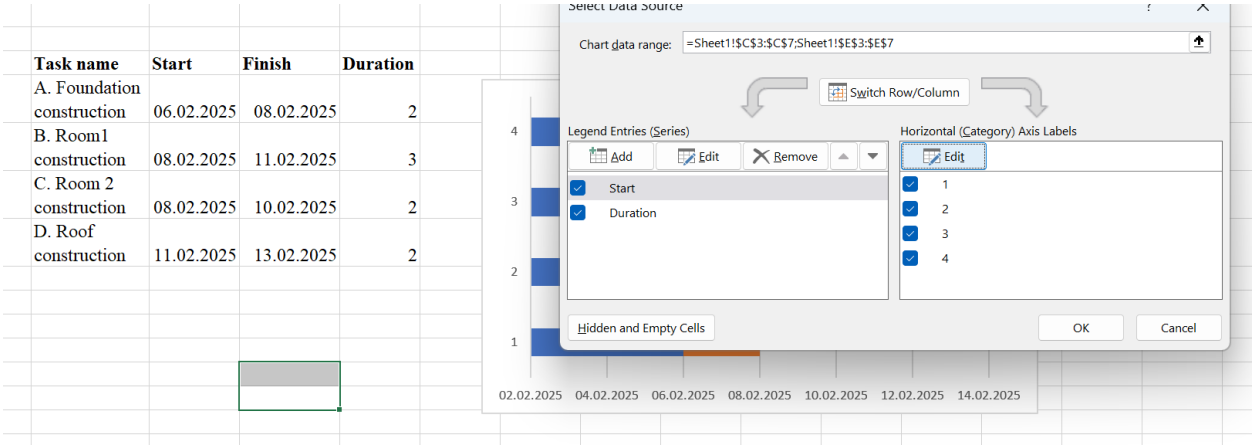
The result:

Task name	Start	Finish	Duration
A. Foundation construction	06.02.2025	08.02.2025	2
B. Room1 construction	08.02.2025	11.02.2025	3
C. Room 2 construction	08.02.2025	10.02.2025	2
D. Roof construction	11.02.2025	13.02.2025	2

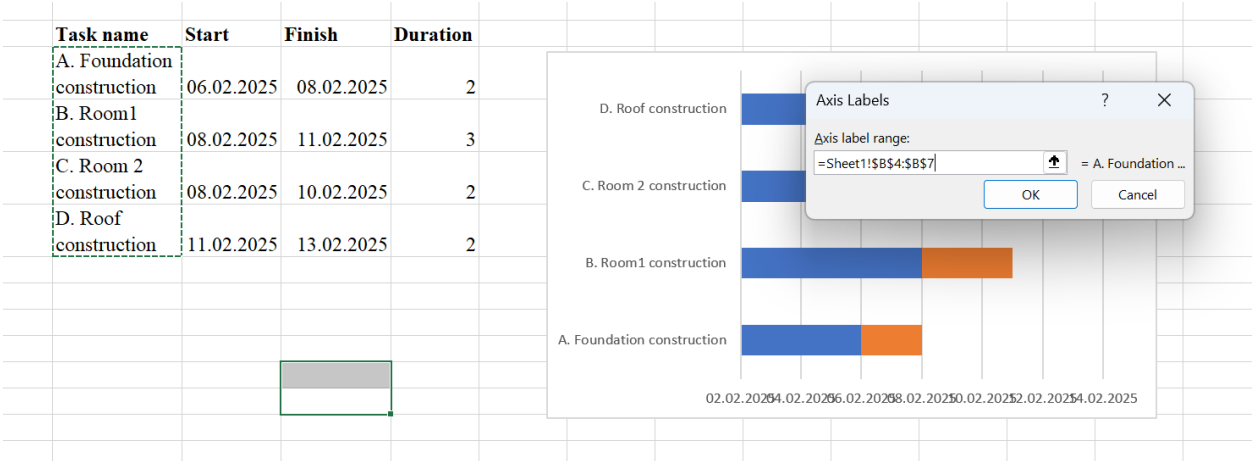


4. Edit the Horizontal Axis of Your Excel Gantt Chart.

Right-click your stacked bar chart again and click on “Select Data,” but this time, click on “Edit,” under “Horizontal (category) Axis Labels.



Next, select all values from the “Task Name” column.



Result:

Task name	Start	Finish	Duration
A. Foundation construction	06.02.2025	08.02.2025	2
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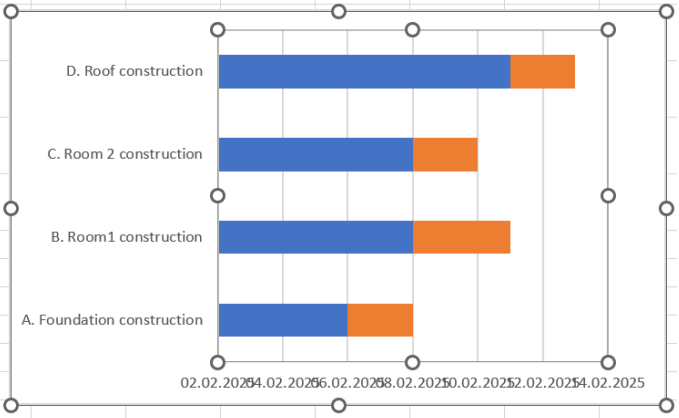
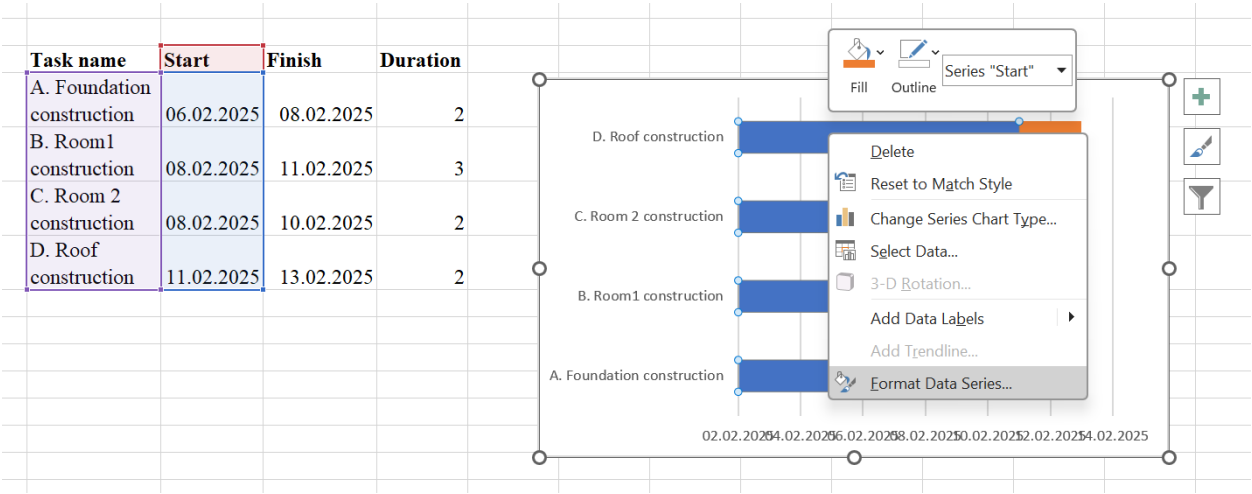
D. Roof construction	11.02.2025	13.02.2025	2

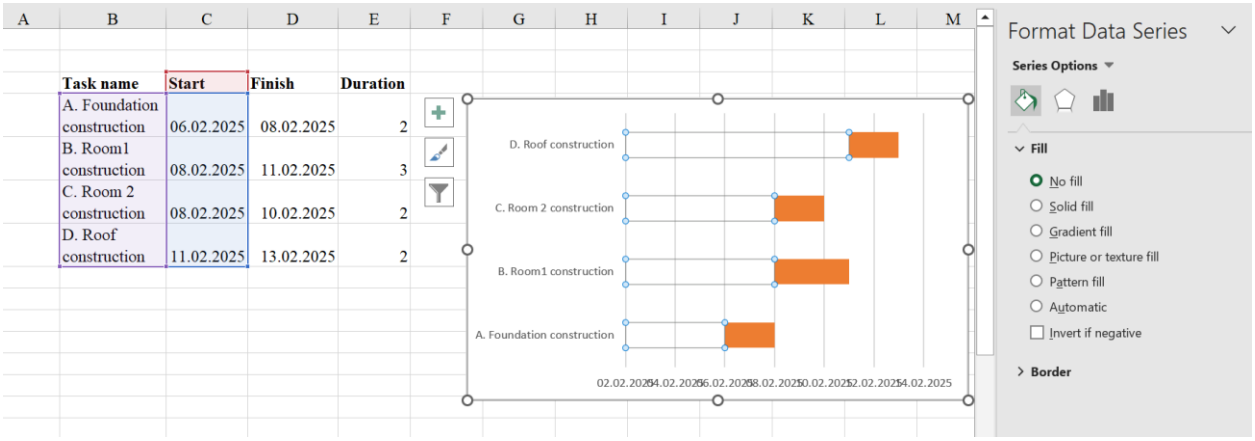


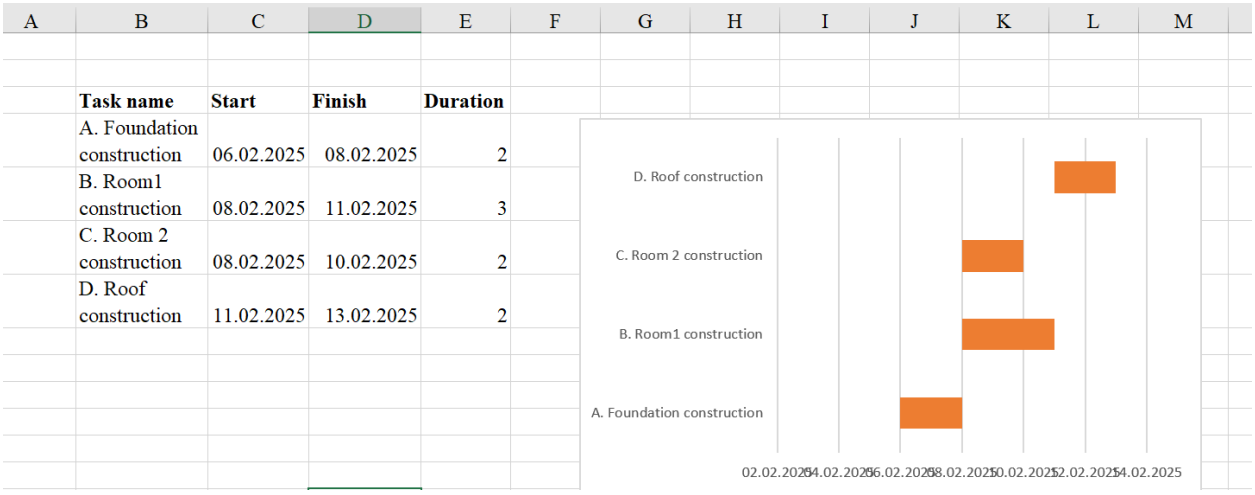
5. Format Your Excel Gantt Chart

To turn this stacked bar chart into a Gantt chart timeline, you'll need to format this stacked bar chart to show the task bars like a Gantt chart. To do so, follow these two steps

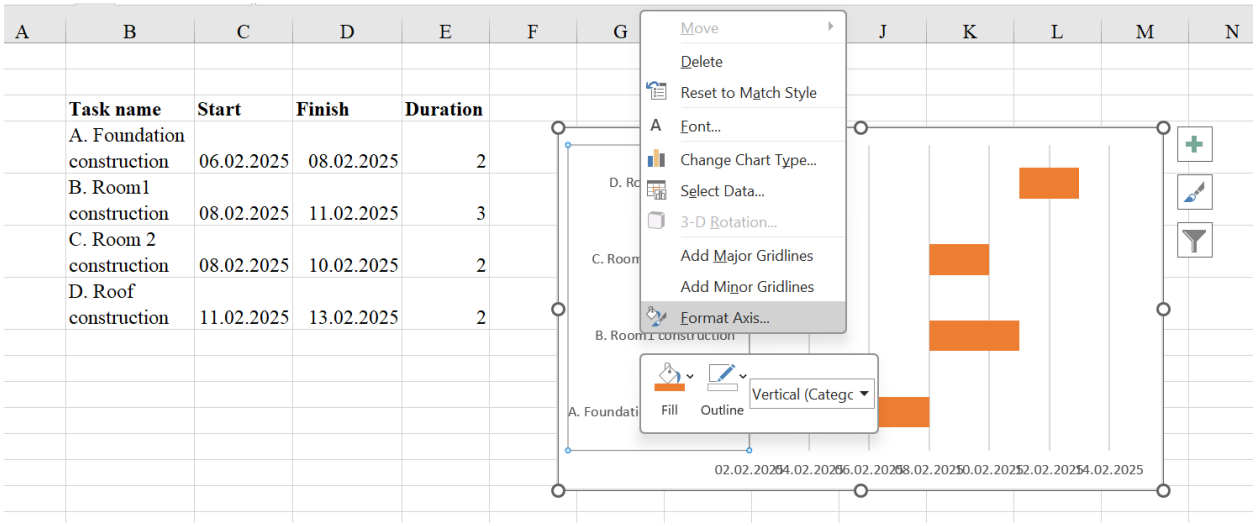
- Right-click the blue bars, go to format data series and then remove the fill color.

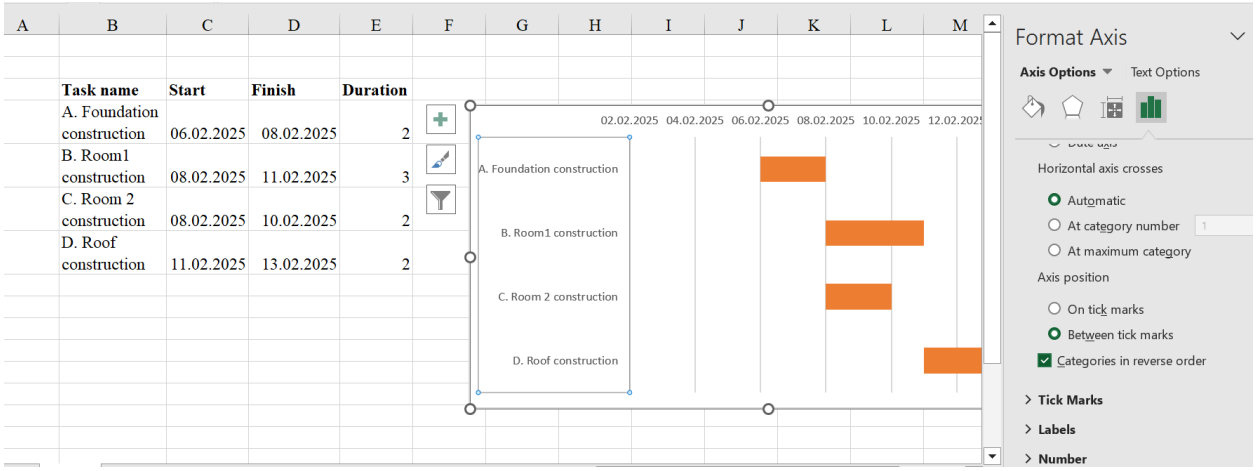






- Now right-click the task names, go to the format axis and then check the “categories in reverse order” checkbox.





The appearance of the Gantt chart is fully customizable, too. Feel free to color-code it to represent different project stages or assignees. You can also add your brand logo, brand colors or other touches that will make this asset even more appealing to your team and to stakeholders who will be viewing it.

Templates:

https://create.microsoft.com/en-us/templates/gantt-charts