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.

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	

1. Make a Project Task List.

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.

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		B. Room1 construction	08.02.2025	11.02.2025	4			3-D Bar		Stacked B Use this ch	ar art type to):		
		C. Room 2 construction	08.02.2025	10.02.2025	3				ļ	 Compare categories. Show hor 	parts of a w parts of	a whole acr a whole	oss	
		D. Roof construction	11.02.2025	13.02.2025	0			More	e Columr	change ov	er time			0
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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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	В	C	D	E	F G	Select Data Source ? X
	Task name	Start	Finish	Duration		Chart data range: =Sheet1!\$E\$3
	A. Foundat	ion	025 08 02 2025	5 2		Switch Row/Column
	B. Room1	n 06.02.20	08.02.2023	5 2		Legend Entries (Series) Horizontal (Category) Axis Labels
	constructio	n 08.02.20	11.02.2025	5 3	4	Add Edit Remove Remove Edit
	constructio	n 08.02.20	10.02.2025	5 2		Start 2
	D. Roof constructio	n 11.02.20	025 13.02.2025	5 2	3	2 3 2 4
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Tas	k name	Start	Finish	Duration		
A. 1	Foundation			_		Edit Series ? X
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con	struction	08.02.2025	11.02.2025	3		=Sheet1!\$E\$3 Select Range
C. 1	Room 2	08 02 2025	10.02.2025	2		Series values:
COII D.]	Roof	08.02.2025	10.02.2025	2	1	
con	struction	11.02.2025	13.02.2025	2		

Then select the rest of the column as the "Series Values".

Task name	Start	Finish	Duration								
A. Foundation								Edit Sorios			2 X
construction	06.02.2025	08.02.2025	2					Eart Series			
B. Room1				4				Series <u>n</u> ame:			
construction	08.02.2025	11.02.2025	3					=Sheet1!\$E\$3		1	= Duration
C Room 2							1	Series <u>v</u> alues:			
construction	08.02.2025	10.02.2025	2	3				=Sheet1!\$E\$4:\$	E\$7	1	= 2; 3; 2; 2
D. Roof										OK	Garant
construction	11.02.2025	13.02.2025	2							UK	Cancel
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					1	1			Г		

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	3
D. Roof construction	11.02.2025	13.02.2025	2	
				1
				0

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.

					Select Data Source ? A
Task name	Start	Finish	Duration		Chart data range: =Sheet1!\$C\$3:\$C\$7;Sheet1!\$E\$3:\$E\$7
A. Foundation construction	06.02.2025	08.02.2025	2		Switch Row/Column
B. Room1 construction	08.02.2025	11.02.2025	3	4	Legend Entries (Series) Horizontal (Category) Axis Labels
C. Room 2 construction	08.02.2025	10.02.2025	2	3	Start 2 1
D. Roof construction	11.02.2025	13.02.2025	2	2	 ✓ 3 ✓ 4
				1	Hidden and Empty Cells OK Cancel
				02.02.202	25 04.02.2025 06.02.2025 08.02.2025 10.02.2025 12.02.2025 14.02.2025
				02.02.202	25 04.02.2025 06.02.2025 08.02.2025 10.02.2025 12.02.2025 14.02.2025

Next, select all values from the "Task Name" column.

Task name	Start	Finish	Duration								
A. Foundation											
construction	06.02.2025	08.02.2025	2				Avis Labels			2	×
B. Room1				D. Roof c	onstruction		Toris Educis			•	~
construction	08.02.2025	11.02.2025	3				Axis label range:				
C. Room 2							=Sheet1!\$B\$4:\$E	\$7	<u>↑</u>	= A. Fou	ndation
construction	08.02.2025	10.02.2025	2	C. Room 2 c	onstruction				ОК	C	ancel
D. Roof											_
construction	11.02.2025	13.02.2025	2								
				B. Room1 c	onstruction						
				A. Foundation c	onstruction						
					02.02	.20264.02.	20256.02.20258.02	2.20250.02.202	2\$2.02.202\$	4.02.202	5

Result:

Task name	Start	Finish	Duration								
A. Foundation				ç	, I	0	0	0		0	-0
construction	06.02.2025	08.02.2025	2			Ť		Ĭ		Ĭ	
B. Room1					D. Roof construc	uction					
construction	08.02.2025	11.02.2025	3								
C. Room 2											
construction	08.02.2025	10.02.2025	2		C. Room 2 construc	uction					
D. Roof						6				6	
construction	11.02.2025	13.02.2025	2	ç)	T				T	9
					B. Room1 construc	uction					
					A. Foundation construct	uction					
						6		0		-0	
						02.02.20254.02	2.20256.02.20258.	02.20250.02.20	252.02.20254	.02.2025	i
				С							-0

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.



А	В	С	D	Е	F	G	Н	Ι	J	K	L	Μ	
	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		D. Roof d	onstruction						
	C. Room 2 construction	08.02.2025	10.02.2025	2		C. Room 2 d	onstruction						
	D. Roof construction	11.02.2025	13.02.2025	2							_		
						B. Room1 d	onstruction						
						A. Foundation o	onstruction						
							02.02.	20254.02.20	0256.02.2025	8.02.20250.02.2	0252.02.20254.	02.2025	

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

А	В	С	D	Е	F G		<u>M</u> ove ►	J	Κ	L	М	Ν
							Delete					
						1	Reset to Match Style					
	Task name	Start	Finish	Duration	0	Δ	Font	0				
	A. Foundatio	n 06.02.202			Ŭ		Change Chart Trees	U			I II	+
	Construction	06.02.202	6 08.02.2025	2	D. 6		Change Chart Type					4
	B. Roomi	08 02 202	5 11 02 2025	3			S <u>e</u> lect Data					O rd
	C Room 2	08.02.202.	11.02.202.	, ,			3-D <u>R</u> otation				7	
	construction	08.02.202	5 10.02.2025	2	C. Roo	т	Add <u>M</u> ajor Gridlines					
	D. Roof						Add Minor Gridlines					
	construction	11.02.202	5 13.02.2025	2	9	8 Ja	<u>F</u> ormat Axis				9	
					B. Roc	mīα	onstruction					
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	construction (06.02.2025 08.	02.2025	2						U Dute t	<u></u>	
	construction (08.02.2025 11.	02.2025	3 A	Foundation construction					Horizontal a	axis crosses	
	C. Room 2			Y						O Auton	natic	
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					C Boom 2 construction					Axis positio	n	
					c. Room 2 construction					○ On tic	<u>k</u> marks	
										O Betwe	en tick marks	
					D. Roof construction					✓ <u>C</u> ategor	ies in reverse or	der
										> Tick Marks		
				0			Ŭ			> Labels		
									•	> Number		

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