

## How to Make a Gantt Chart in Excel

When it comes to project management, there can be numerous ways to measure and monitor progress. One such way is by using a Gantt chart. The Gantt chart employs the use of bar graphs to depict a project schedule or timeline. It can also be used for most types of projects, especially construction and infrastructure. By using the detailed guide below, you'll learn how to apply this project schedule tool and to make your own Gantt chart with an Excel template.

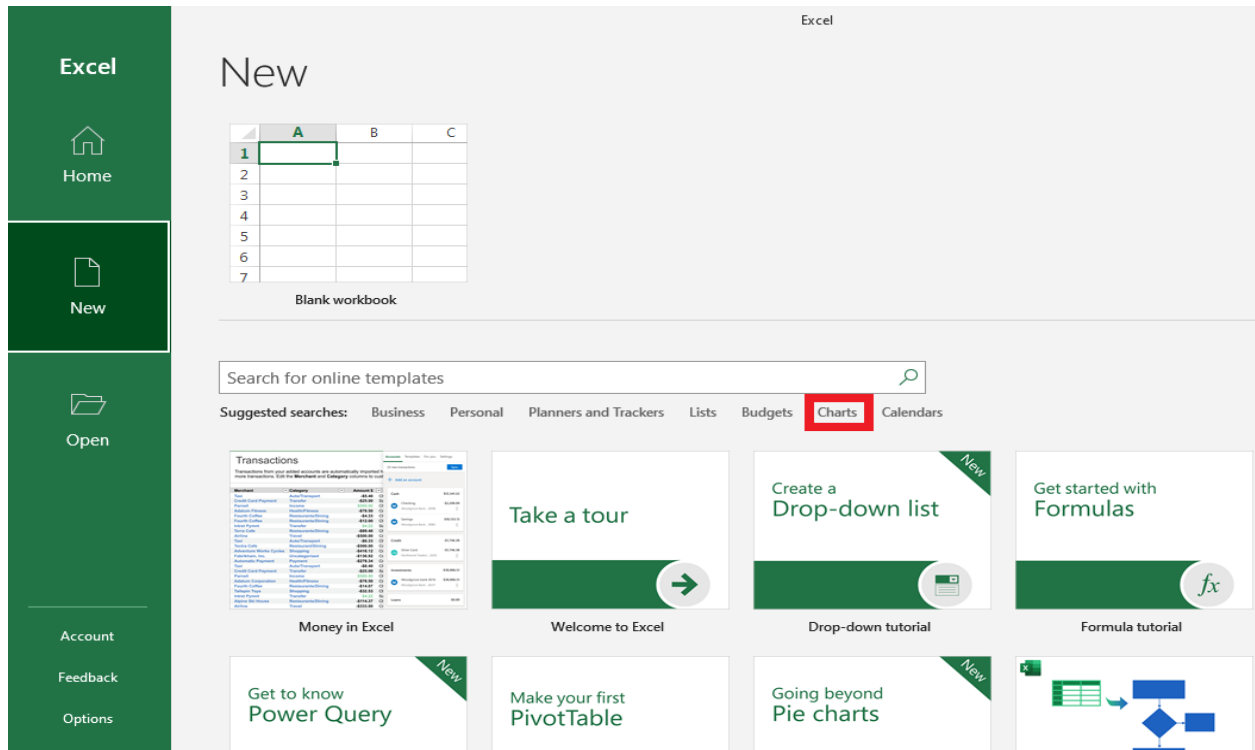
### SUMMARY:

- For Windows: Click on **File**, then select **New**, followed by **Charts**. Browse through the templates to find Gantt chart or type in 'Gantt chart' in the search bar. Click **Create** after choosing a template.
- For Mac: Go to **New Document** and type 'Gantt chart' in the search bar. Pick a template and select **Create**.

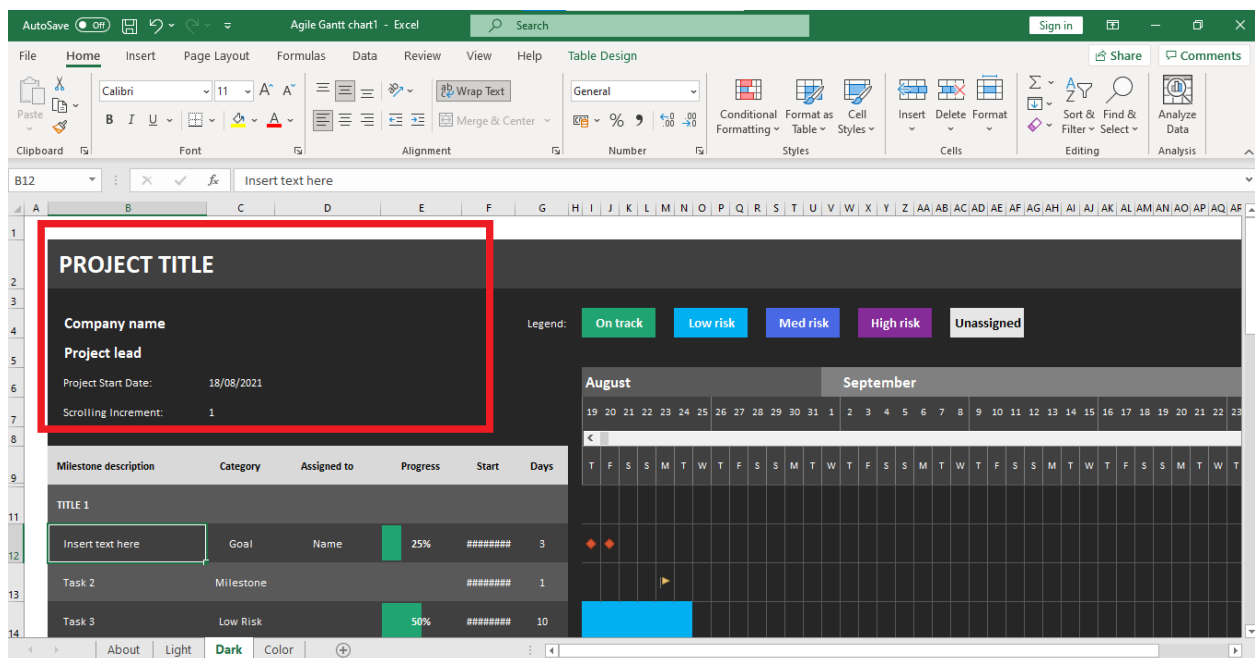
## How to Make a Gantt Chart Using Templates in Microsoft Excel

You will save precious time by using a predetermined template. The steps below will guide you in customizing your own simple Gantt chart swiftly and efficiently.

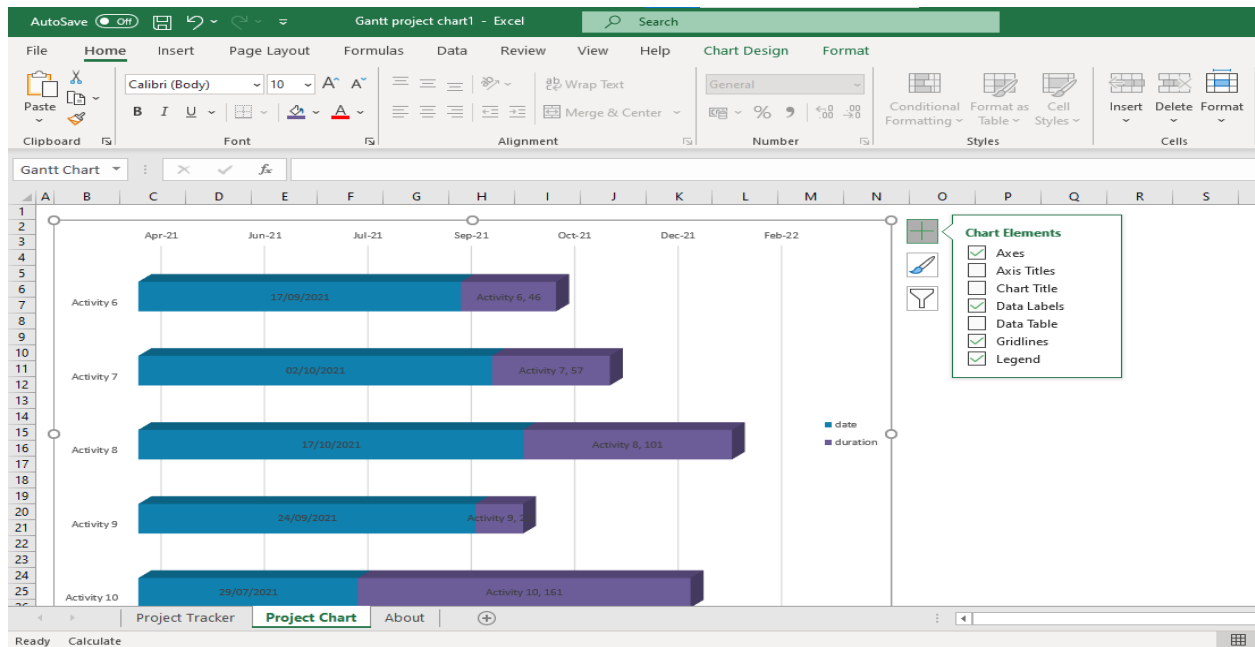
1. Open Microsoft Excel and select **New**. Look for **Charts** in the suggested searches or type 'Gantt chart' in the search bar.



2. Give your project a title and edit other basic information such as the name of your company and project lead. Insert the necessary text under milestones then do the same for the rest of the tasks, while assigning the corresponding category and team member/person-in-charge. In this specific template, it comes with a legend. You can adjust these as well by changing the text and color.

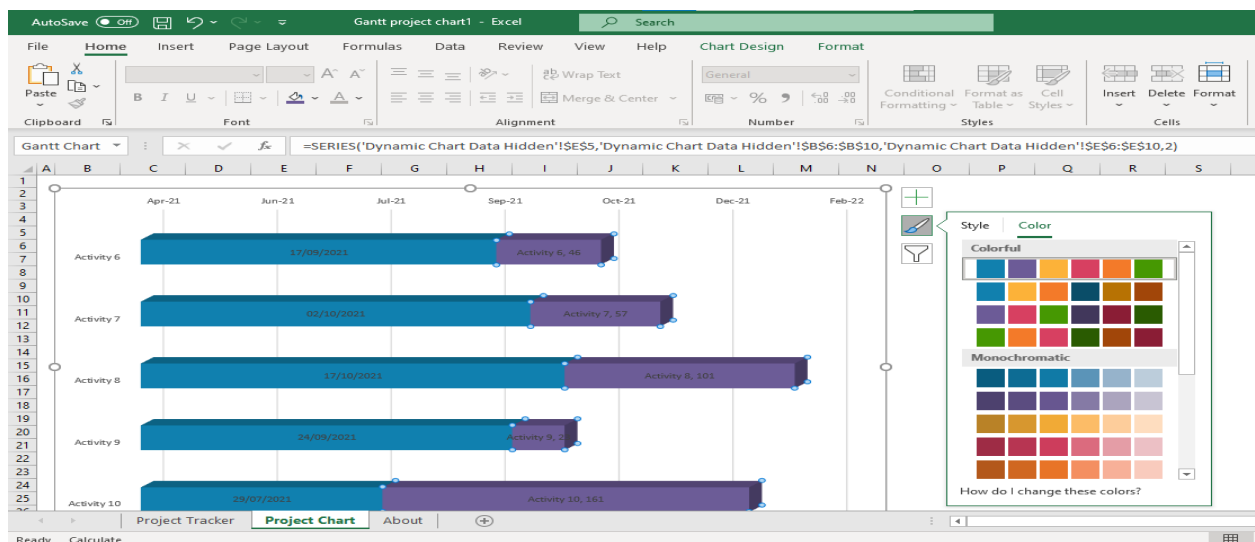


3. In the case of the template below, information inputted in the **Project Tracker** will automatically reflect on the bar graph. To edit the overall layout of the graph, you can choose what to include or omit in your chart by clicking the colored bars then ticking the boxes under **Chart Elements**.



**Note:** If you are unsatisfied with the template collection on Microsoft Excel, feel free to browse more [Gantt chart Excel](#) templates and designs on Template.net

4. To customize the design of your graph, click on it and select the paintbrush icon, as seen below. Choose a style and color that suits your preferences.

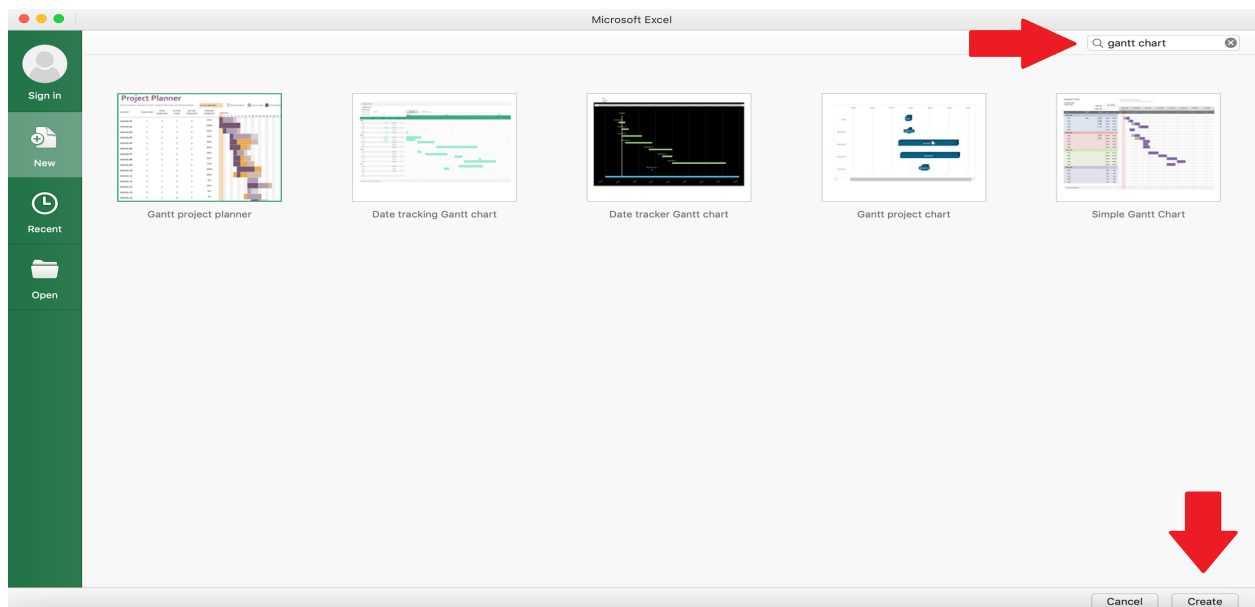


5. Make sure to save your Excel file. And as your project plan progresses, simply adjust the data on your spreadsheet.

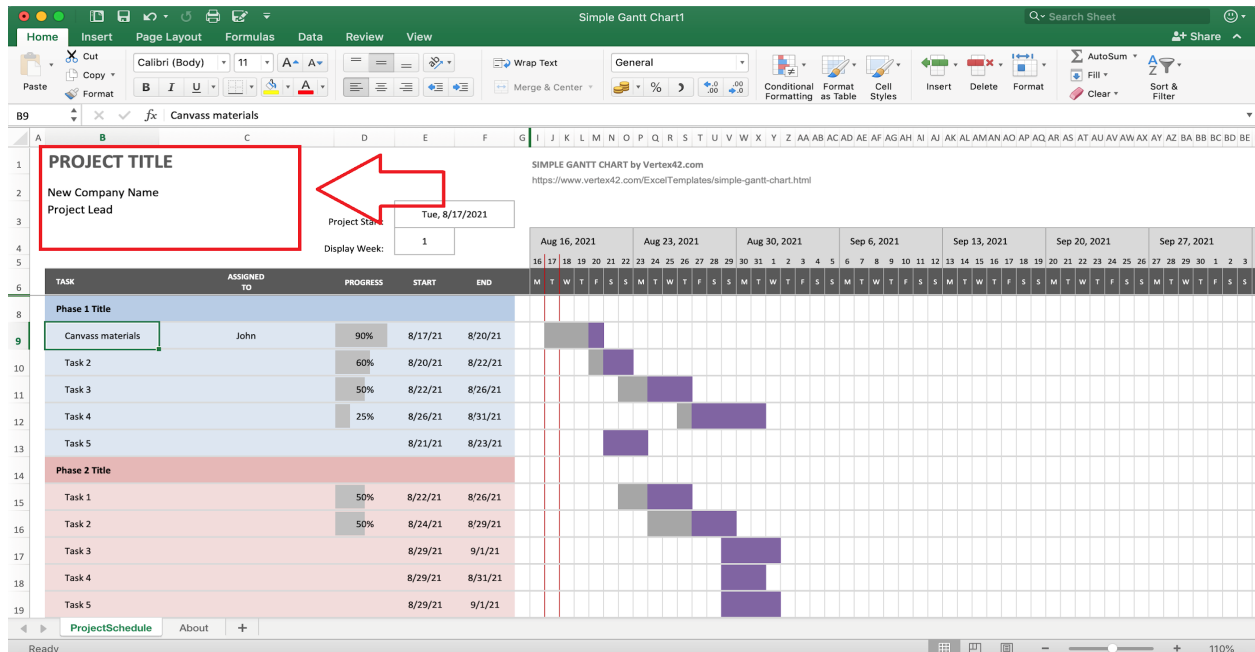
## How to Create a Gantt Chart for Mac Using Microsoft Excel

Excel for Mac users also has available templates for your Gantt chart needs as well. Follow the step-by-step guide below for reference. It applies to most versions including the latest ones, MS Excel for Mac 2011 and MS Excel for Mac 2016.

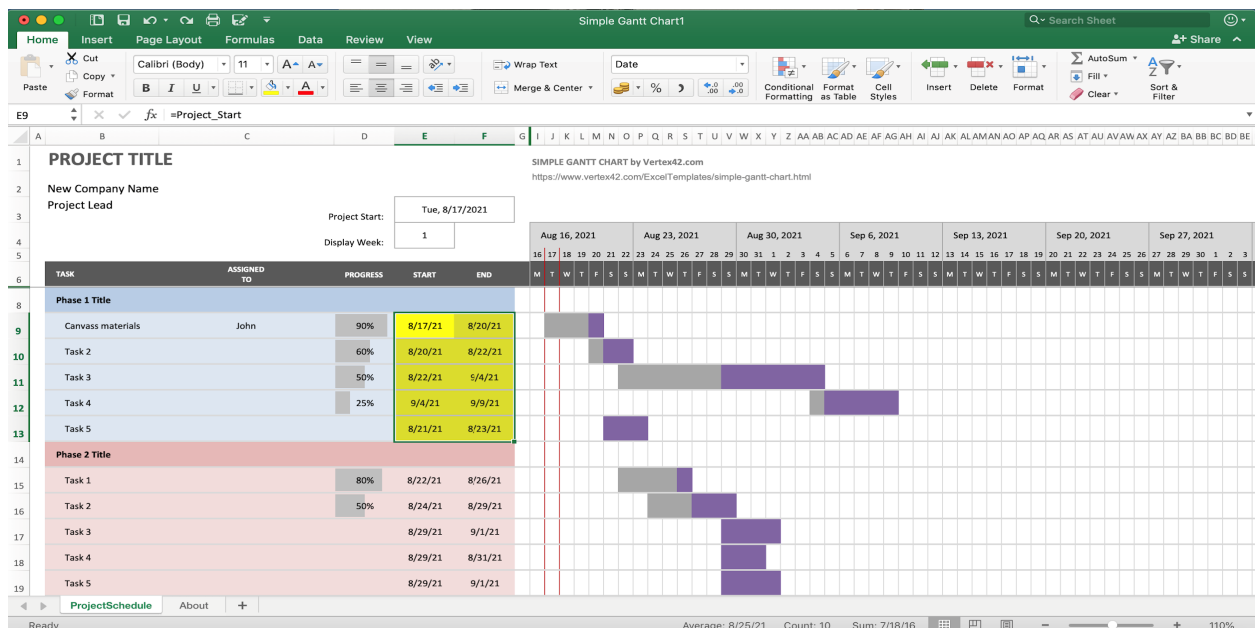
1. Start with a **New Document** on the menu bar found on the left. In the search bar, type in 'Gantt chart' and hit **Create**.



2. Change the project title and add in the important details. Under **Tasks** in the spreadsheet, simply click on the cell to edit the text inside. Input additional data like the names of the project team members and the progress status for each task.



3. Constantly update your Gantt chart by modifying the progress tracker as needed. You'll find that when you adjust the progress percentage, it will be reflected on the bar graph to the right. Also in the template below, the portions highlighted in yellow are the start and end dates for each task. Simply apply your own dates.



4. When you are done editing, save the file. Over the course of your project, ensure your spreadsheet information is up-to-date by regularly documenting any changes and progress.