How to Create a Gantt Chart in Excel for Project Management

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March 14, 2026

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RECOMMENDED CITATION

stats writer (2026). *How to Create a Gantt Chart in Excel for Project Management*. PSYCHOLOGICAL SCALES. Retrieved from https://scales.arabpsychology.com/?p=135614

A Gantt Chart is a useful tool for project management, as it visually displays the project timeline and progress. To create a Gantt Chart in Excel, follow these steps:

1. Open a new Excel spreadsheet and create a table with the project tasks, start dates, and end dates.
2. Add a new column for the duration of each task, which can be calculated by subtracting the start date from the end date.
3. Insert a bar chart by selecting the data in your table and clicking on the "Insert" tab. Then choose "Bar Chart" from the "Charts" section.
4. Customize the chart by right-clicking on the bars and selecting "Format Data Series." You can change the color, thickness, and other appearance options.
5. Add a timeline to the chart by clicking on the "Design" tab and selecting "Add Chart Element." Then choose "Axis Titles" and add a horizontal axis title.
6. Right-click on the horizontal axis title and select "Format Axis." In the Format Axis pane, change the "Axis Type" to "Date axis" and select the date format that matches your project timeline.
7. Finally, add the duration data to the chart by right-clicking on the chart and selecting "Select Data." Click on "Add" and select the duration column from your table.

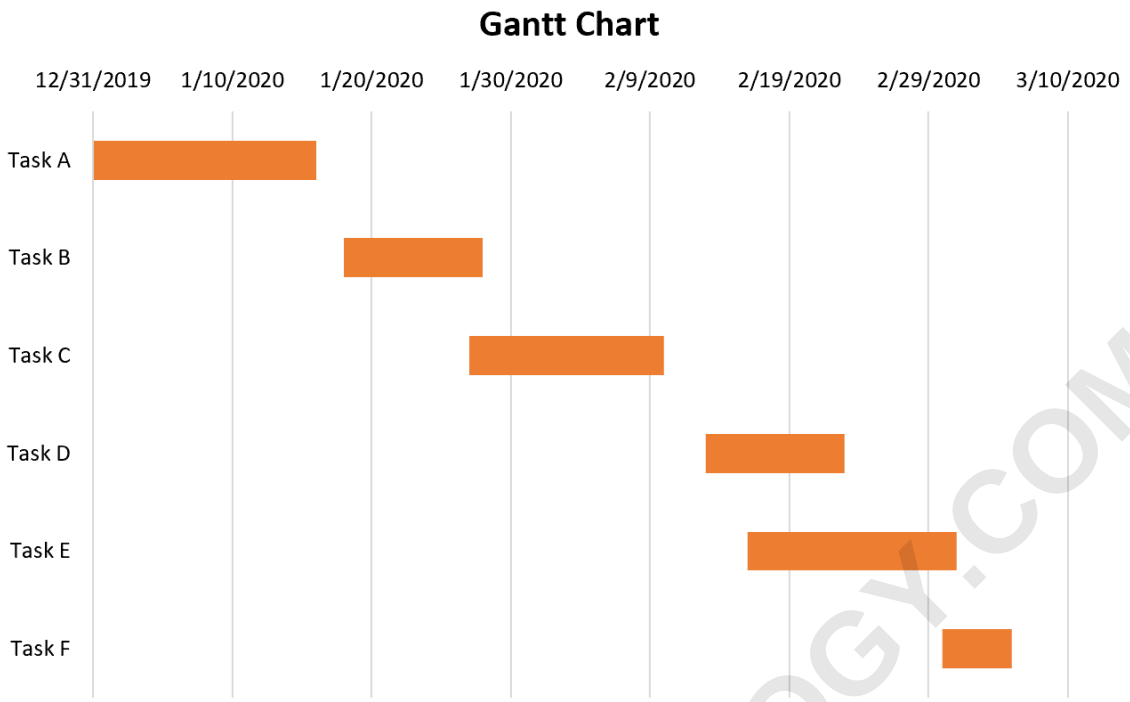
Your Gantt Chart is now complete and can be updated as your project progresses. Excel provides a flexible and customizable platform for creating Gantt Charts, making it a popular choice for project managers.

Create a Gantt Chart in Excel

A gantt chart is a type of chart that shows the start and end times of various tasks.

This tutorial explains how to create the following gantt chart in Excel:

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Example: Gantt Chart in Excel

Use the following steps to create a gantt chart in Excel.

Step 1: Enter the data.

Enter the name, start date, and duration of each task in separate columns:

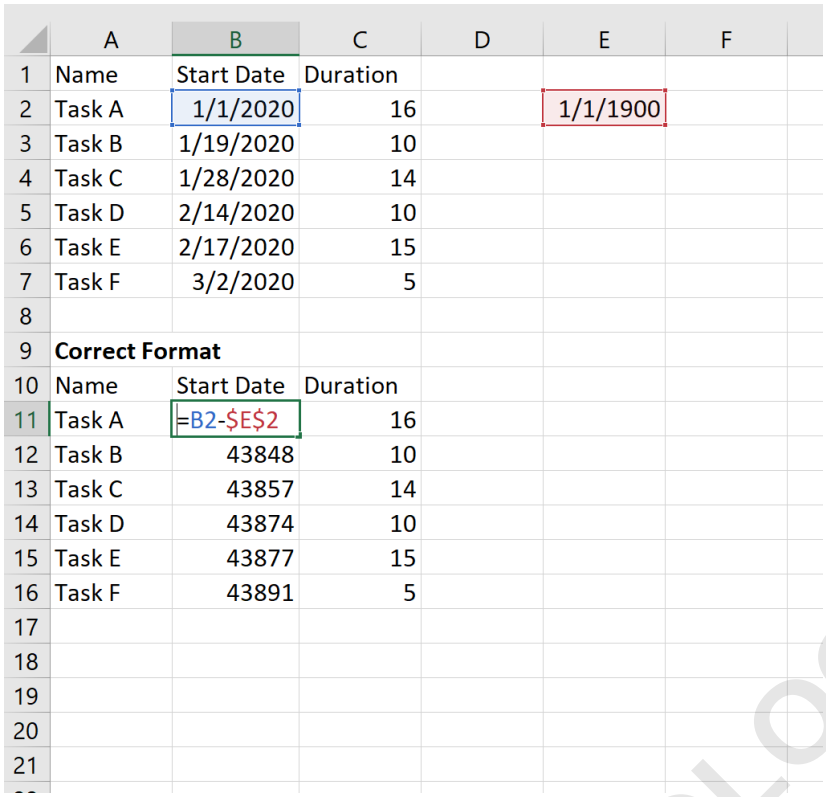
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	A	B	C	D	E	F	G
1	Name	Start Date	Duration				
2	Task A	1/1/2020	16				
3	Task B	1/19/2020	10				
4	Task C	1/28/2020	14				
5	Task D	2/14/2020	10				
6	Task E	2/17/2020	15				
7	Task F	3/2/2020	5				
8							
9							
10							
11							
12							
13							
14							
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16							
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22							

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Step 2: Convert the date format to the number of days since Jan. 1, 1990.

By default, dates in Excel are stored as the number of days since Jan 1, 1990. In order to create our gantt chart, we'll need to convert the dates to numbers using the following formula:

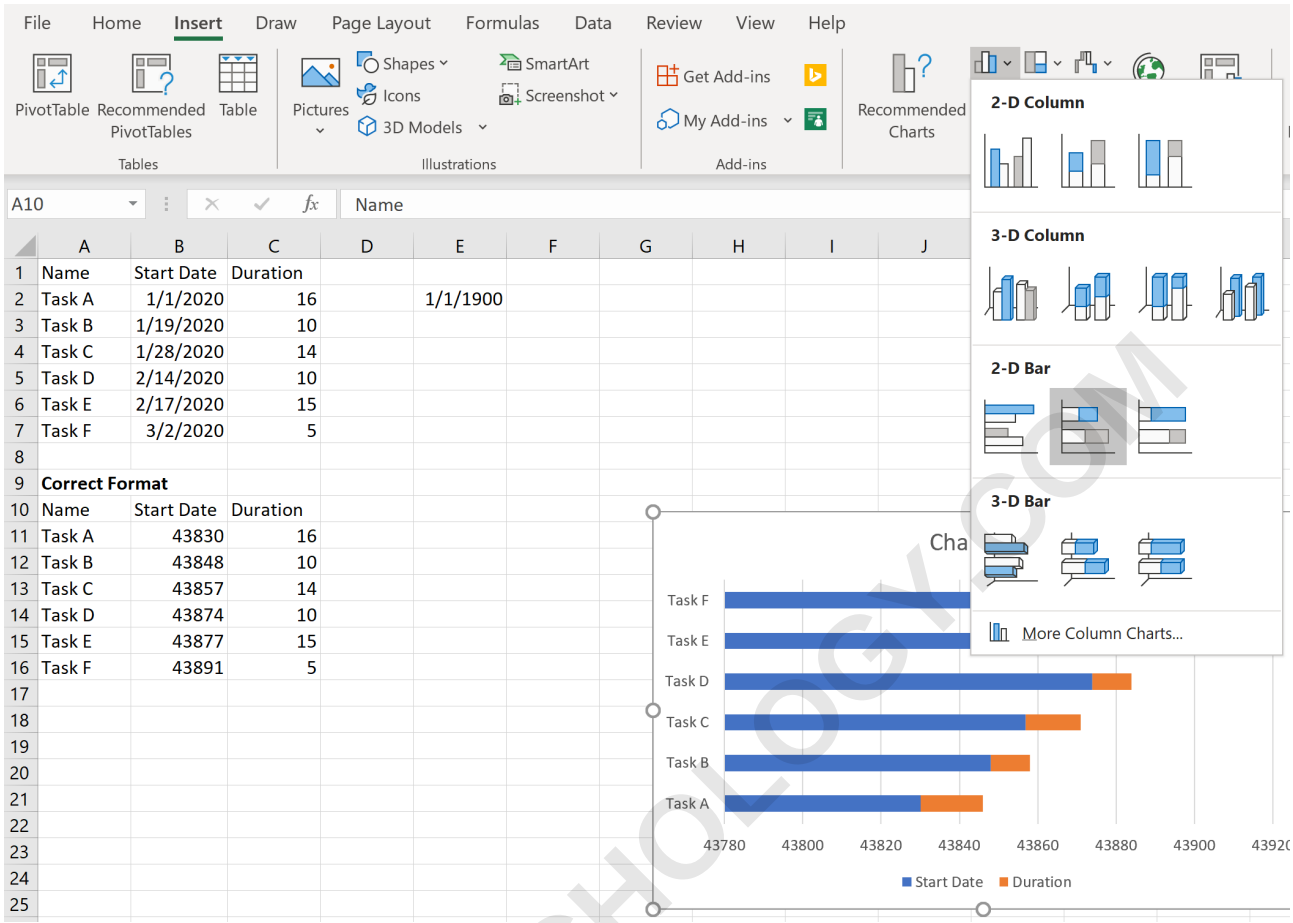


	A	B	C	D	E	F
1	Name	Start Date	Duration			
2	Task A	1/1/2020	16		1/1/1900	
3	Task B	1/19/2020	10			
4	Task C	1/28/2020	14			
5	Task D	2/14/2020	10			
6	Task E	2/17/2020	15			
7	Task F	3/2/2020	5			
8						
9	**Correct Format**					
10	Name	Start Date	Duration			
11	Task A	=B2-E2	16			
12	Task B	43848	10			
13	Task C	43857	14			
14	Task D	43874	10			
15	Task E	43877	15			
16	Task F	43891	5			
17						
18						
19						
20						
21						

Step 3: Insert a stacked bar chart.

Next, highlight cells A10:C16. In the Charts group within the Insert tab, click on the option that says 2-D stacked bar chart:

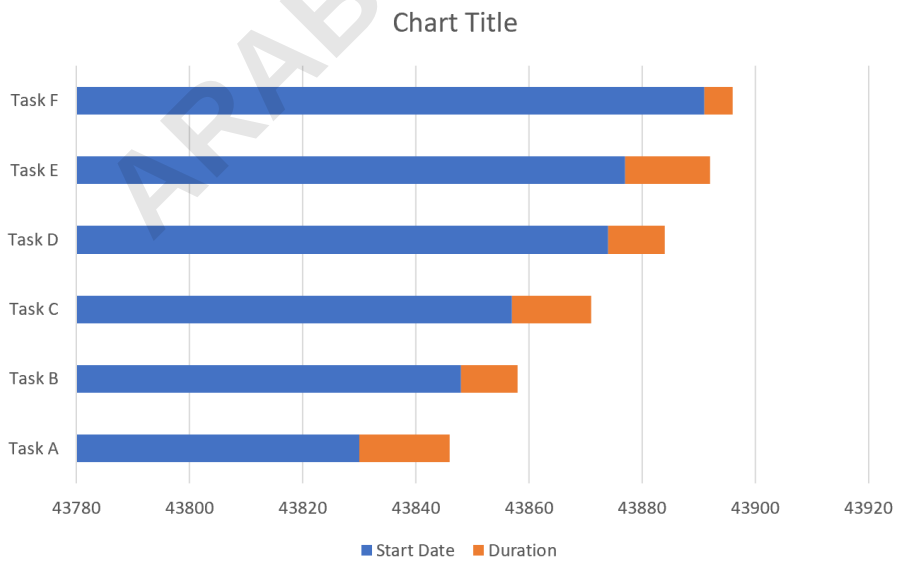
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	A	B	C	D	E
1	Name	Start Date	Duration		
2	Task A	1/1/2020	16		1/1/1900
3	Task B	1/19/2020	10		
4	Task C	1/28/2020	14		
5	Task D	2/14/2020	10		
6	Task E	2/17/2020	15		
7	Task F	3/2/2020	5		
8					
9	**Correct Format**				
10	Name	Start Date	Duration		
11	Task A	43830	16		
12	Task B	43848	10		
13	Task C	43857	14		
14	Task D	43874	10		
15	Task E	43877	15		
16	Task F	43891	5		

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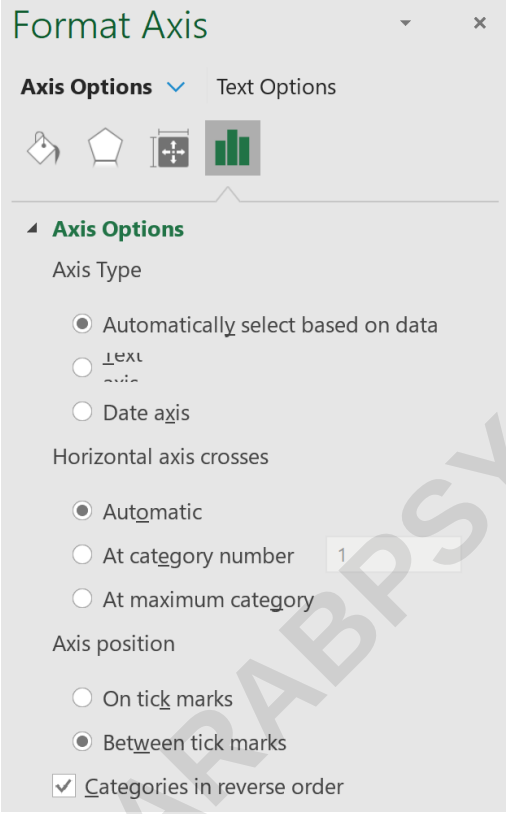
The following chart will automatically appear:



Step 4: Modify the appearance of the chart.

Reverse the order of the tasks.

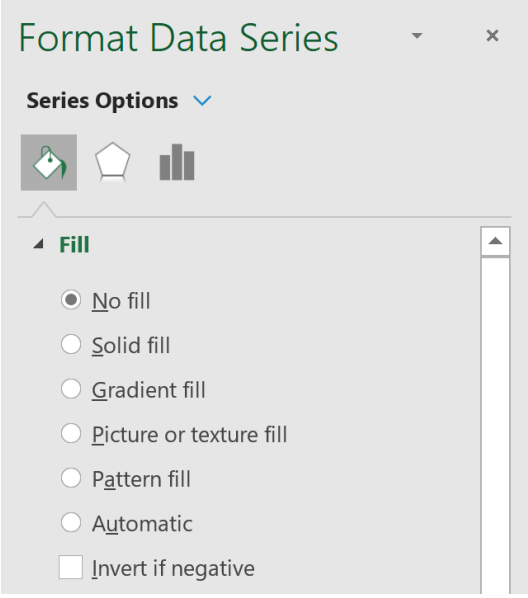
Right click any task on the chart. Then click Format Axis...Check the box next to Categories in reverse order.



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Remove the blue bars.

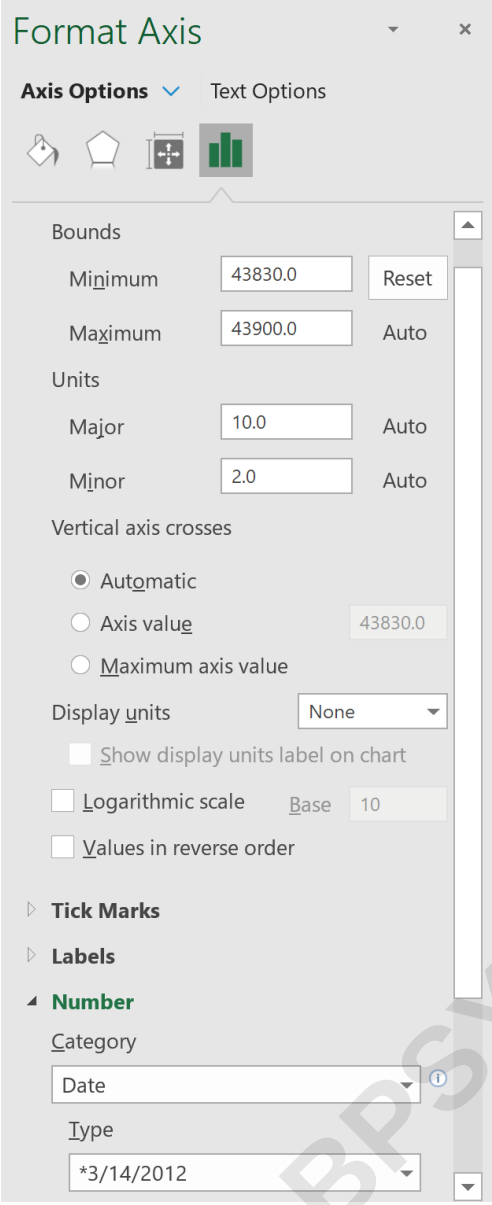
Right click on any of the blue bars. Then click Format Data Series...Click the paint bucket icon, then Fill, then No fill.



Modify the dates on the x-axis.

Right click on any of the dates. Then click Format Axis...Under Axis Options, change the Minimum value to 43830 to reflect the earliest date of the first task.Under Number, change the Category to Date.

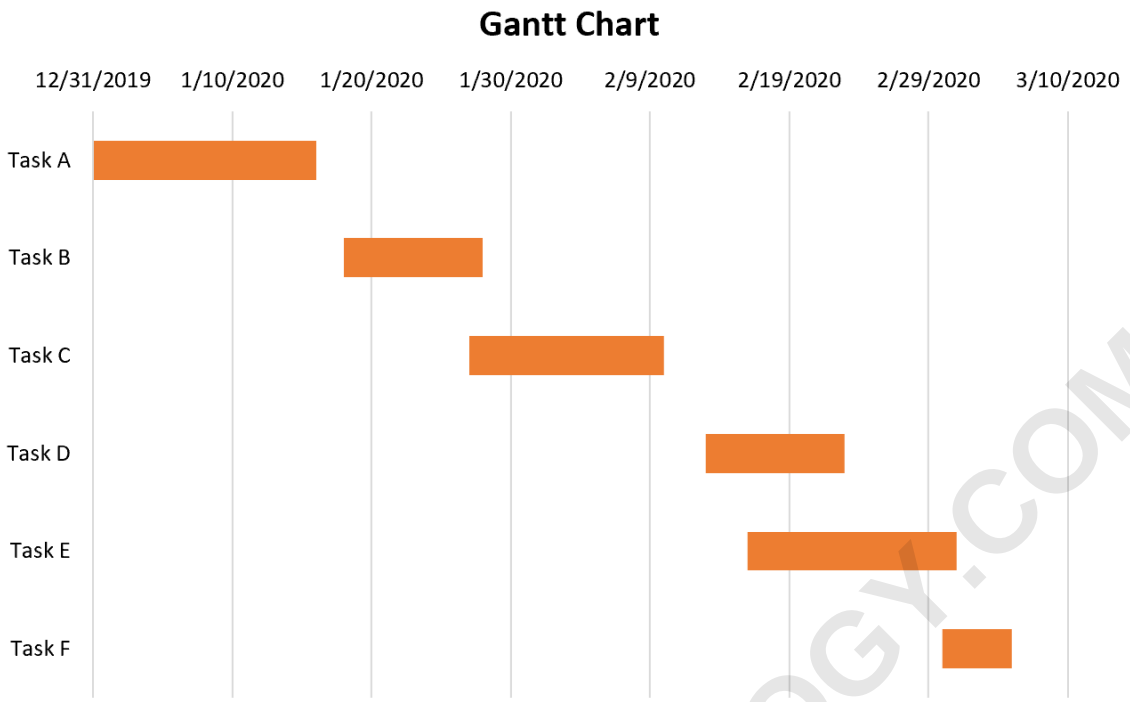
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Change the title of the chart to anything you'd like. Click on the legend at the bottom and delete it.

The final result should look like this:



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