

# Build a Gantt Chart in Excel

A short, punchy recipe to create a Gantt chart from scratch—no fluff, just results.

# Step 1: Make the Task Table

01

## Create Your Columns

Set up four columns: Task, Owner, Start, and End.

02

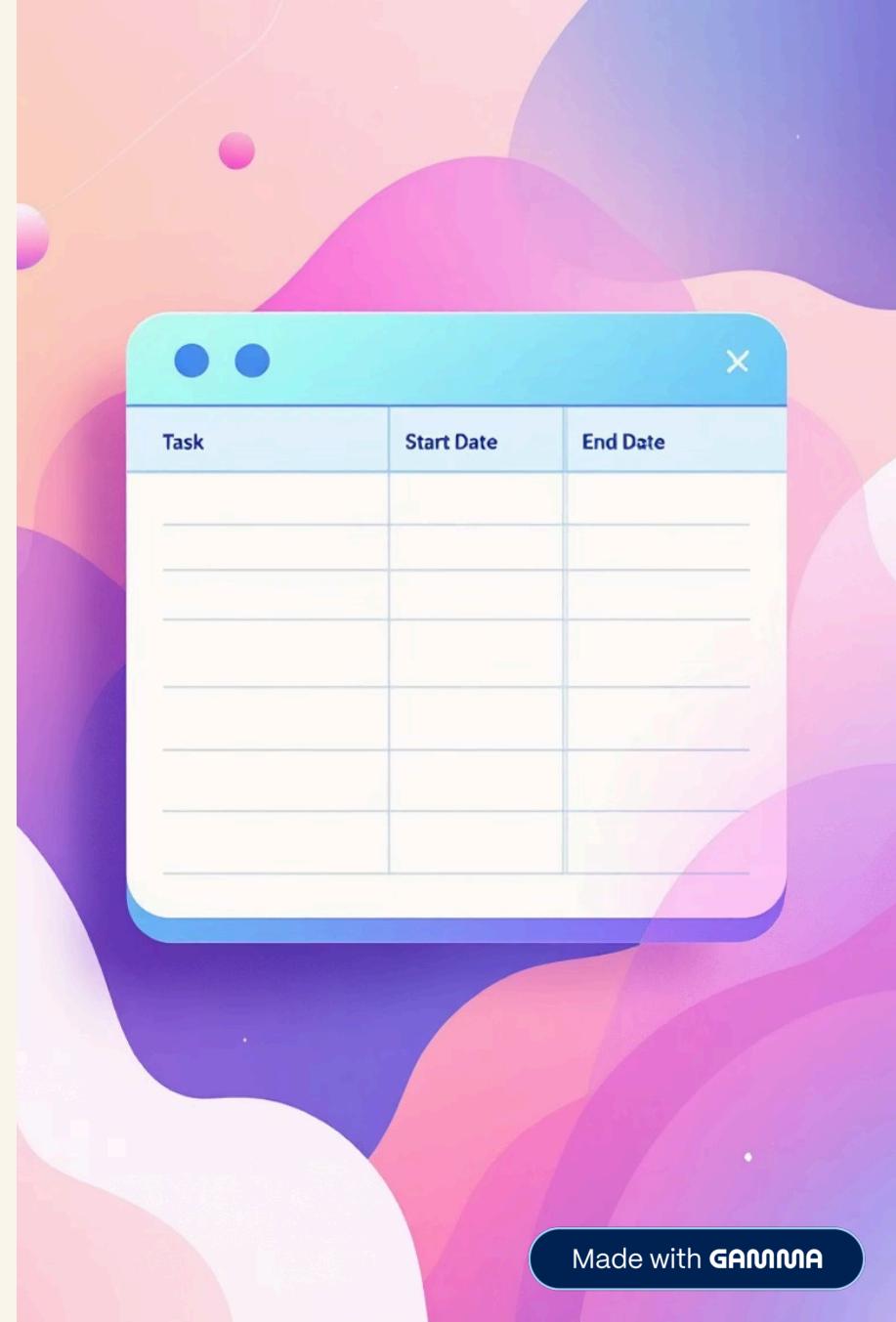
## Add Example Data

Example row: Design | Ritika | 05.01.2026 | 10.01.2026

03

## Format Dates

Format Start and End columns as Date type for proper calculations.



# Step 2: Build Your Timeline

## Create the Calendar Row

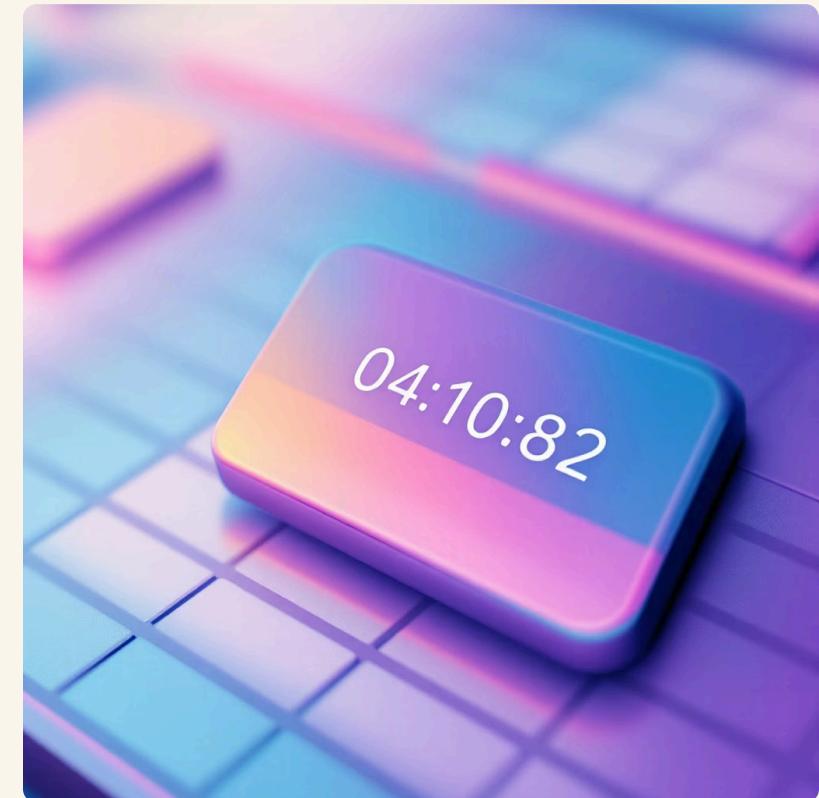
In a new column to the right (F1), enter your first date formula:

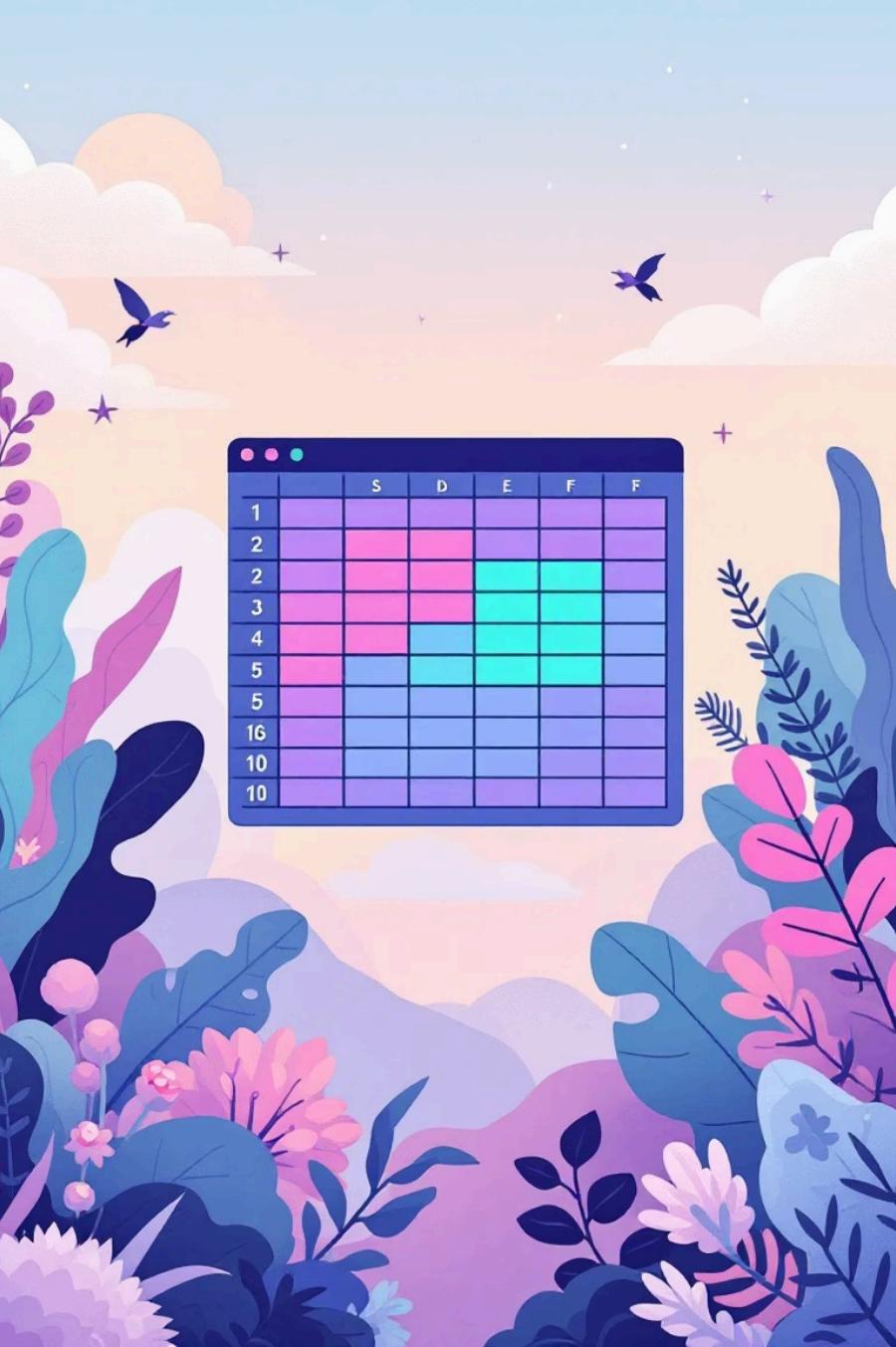
```
=MIN($C$2:$C$100)
```

In the next cell (G1), add:

```
=F1+1
```

Drag right for as many days as your project needs.





## Step 3: Create the Gantt Grid



### Select Your Range

Select the empty grid under the timeline (e.g., F2:ZZ100).



### Prepare for Formatting

This grid will become your visual Gantt chart bars.

## Step 4: Paint the Bars

# Conditional Formatting = Magic



Open Menu

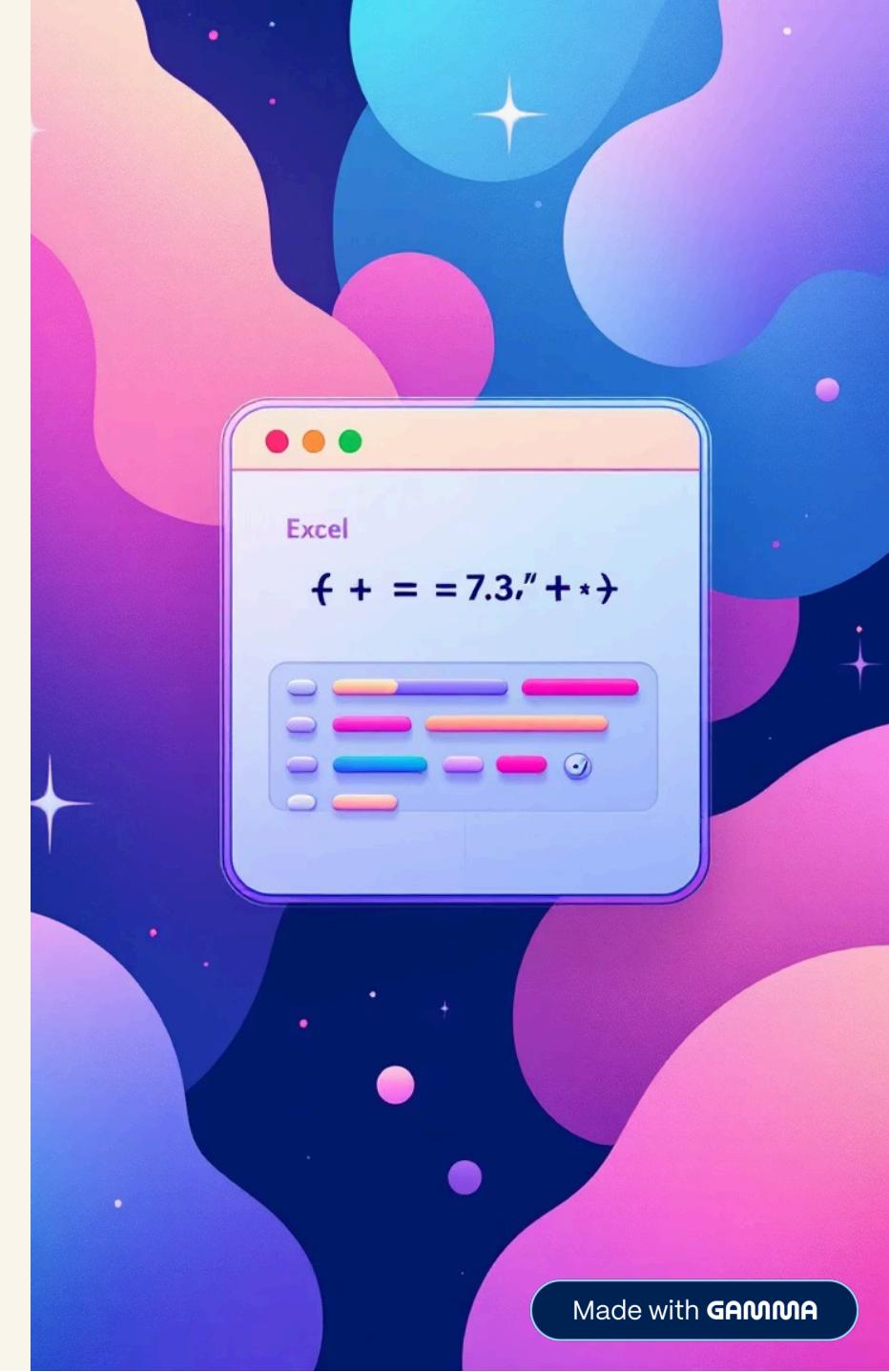
Home → Conditional Formatting → New Rule

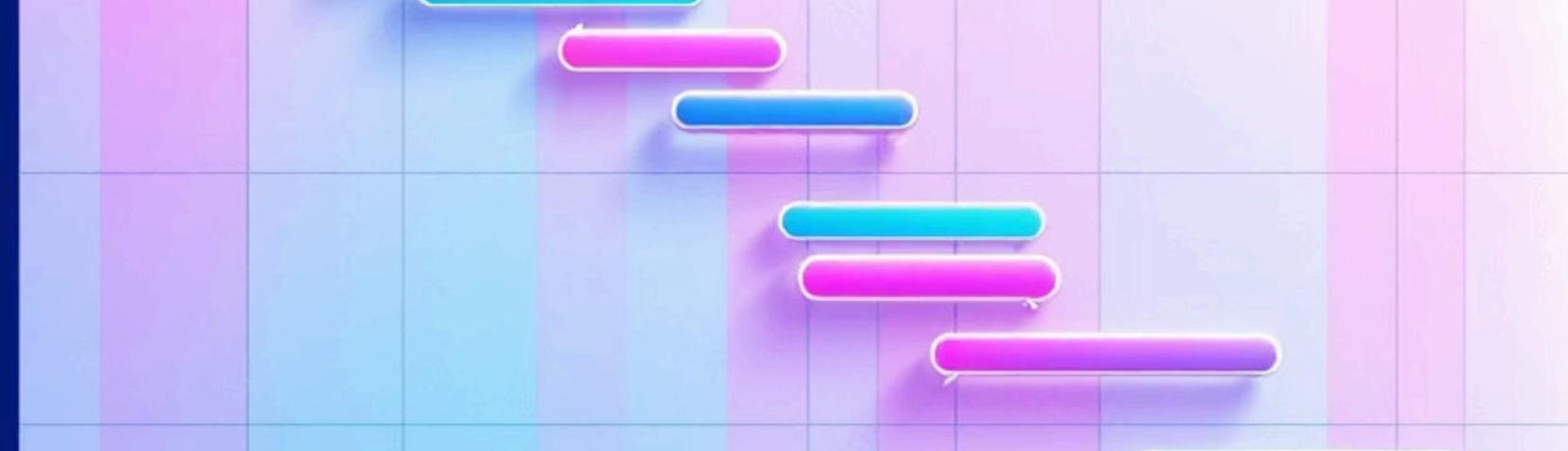
Add Formula

Use formula: =AND(F\$1>=\$C2, F\$1<=\$D2)

Choose Color

Select fill color → OK. Boom. You have a Gantt.





# Make It Look Pro in 30 Seconds

1

Freeze Panes

Keep tasks visible while scrolling through dates.

2

Adjust Column Width

Set timeline column width to 2-3 for optimal spacing.

3

Add Weekend Shading

Optional but sexy: Use formula `=WEEKDAY(F$1,2)>5` with light fill.

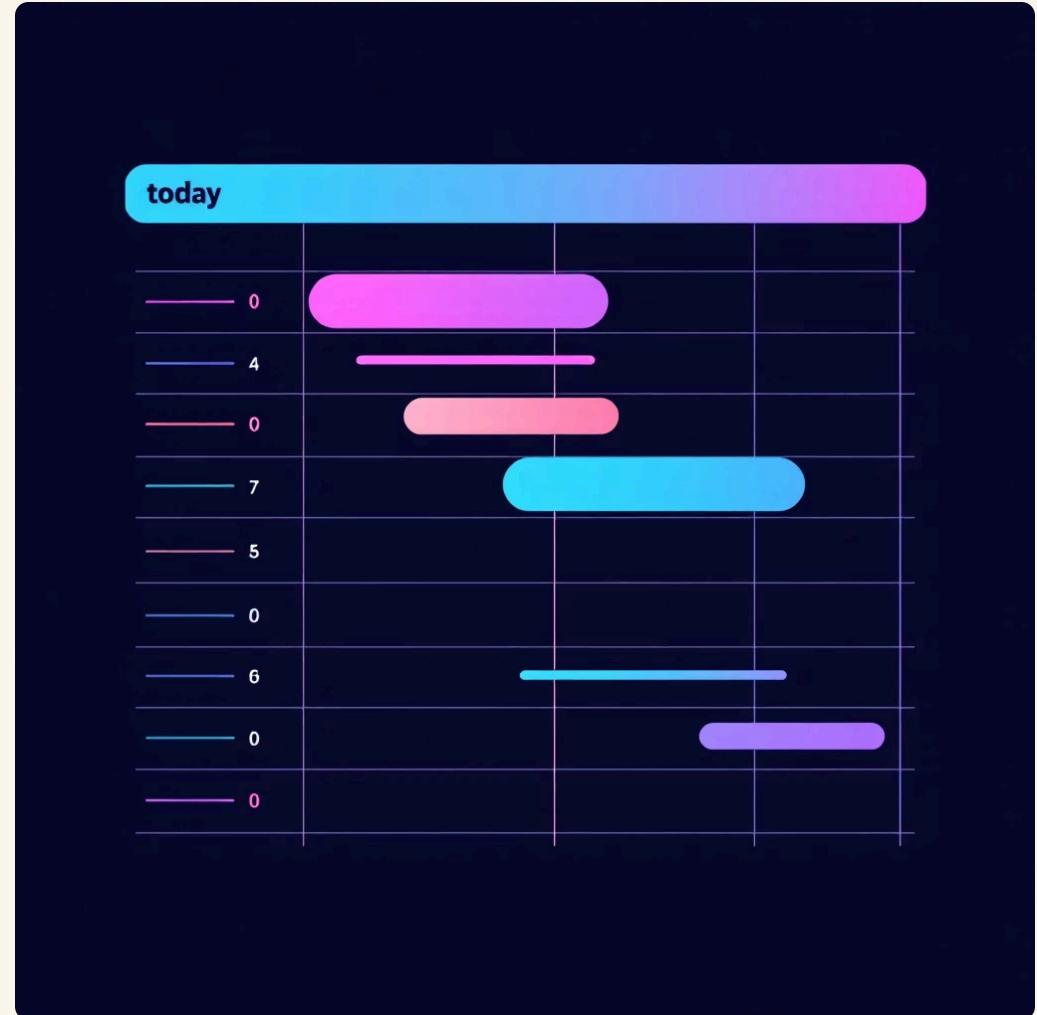
# Bonus: Highlight Today

## Add a "Today" Marker

Create a conditional formatting rule with this formula:

```
=F$1=TODAY()
```

This highlights the current day column, making it easy to track progress at a glance.





# Ready for the Next Level?

## One-Screen Layout

Perfect column widths and neat spacing that looks like a consulting deck screenshot.

## Professional Polish

Transform your Gantt into presentation-ready material with optimal formatting.

Want the complete professional layout? Just ask for the one-screen template with optimized spacing.