

ITEC 630

Information Systems Analysis, Modeling, and Design

Lecture Notes

Formatting a Gantt Chart

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Learning objective

Learn how format a Gantt Chart

Overview

In the project management, a Gantt Chart is a useful tool used to monitor and control the project progress. In order to emphasize important information in a Gantt Chart view such as milestones or a summary task, it is recommended to change their color, shape, or pattern to separate them from others.

YouTube Video



Microsoft Project 2013 Training - Formatting a Gantt Chart

<https://www.youtube.com/watch?v=oOsiPELtW2A&index=9&list=PLzj7TwUeMQ3iTsQY6ERGqxe9YDK5Y9eBU>

To Do List

- Watch the video “*Microsoft Project 2013 Training - Formatting a Gantt Chart*” to learn how to format a Gantt Chart.
- Open the “04.MSP.2013.mpp” project file and save it as “**05.MSP.2013.mpp**”
- Apply what you just learned to format the Gantt Chart in this project file and then save it as “**05.MSP.2013.mpp**”
- Submit the “**05.MSP.2013.mpp**” project file in the Microsoft Project folder for credit