

Glossary

There's not really a template for a Gantt chart. It's just a list of tasks down the left and dates across the top. But here are a few tips that might help.

Column widths

Click on the top of the column to select the whole column. Hold the Shift key down while selecting another column and you get the whole block. Drag the edge of the box at the top of the column and you change the widths of all the columns at once.

Conditional formatting

Select your range with the mouse. On the home ribbon select Conditional Formatting. Then select Highlight Cells Rules and the first options, which is Greater than, and type 0 into the small box on the right. Leave the Format as it is, on Red.

Week numbers and dates

Put the dates in the first two boxes, select both, and drag the little dot that is in the bottom right corner across the page.

Dates need to be turned to diagonal or vertical to fit into the narrow columns

Select the row (right-click on the number at the left), select Format Cells, go to the Alignment tab, and move the clock hand around.

Borders on cells to give vertical lines

Select the column that you want a line on the left edge of, then click on the icon that shows a dotted square with a line across the bottom (the Home ribbon) to access the pull down menu, and select the square with a border on the left.

Arrows for the floaters

On the Insert ribbon, choose Illustrations, then Shapes, find and click on the arrow, and then pull it out on the page wherever you want it. Double-clicking allows you to use it repeatedly.

Adding up a column

Select the whole column including a couple of lines at the bottom. Click on the AutoSum icon (near the right-hand end of the Home ribbon, and also on the Formulas ribbon) and the total will go into the bottom of the range you selected.

Graph of resources required (or money)

Select the row of totals, and click on the graph icon on the Insert ribbon (three little columns). Select Finish to accept it as it is. Click outside of the graph, and pull the black dots to make it longer and lower and the same size as the width of your Gantt chart.

Auto sum for some of the columns

Just mouse over the columns you want to add up and look down at the bottom right where it will say Sum= and whatever the sum of your selected cells is.

Putting in zeros

We still want it colored in, so use the letter o (or a space or a hyphen if you prefer) rather than a zero.

Copy to a second sheet

Right-click on the tab at the bottom called Sheet 1 and select Rename to rename it Hours or Time. Once you've done that, right-click on it again and this time select Move or Copy. Then tick the box called Create a copy, and select "Before sheet 2" and OK. Right-click and rename sheet 2 as Money or Costs.

Special paste – for copying all the load profiles onto one Gantt of Gantts

Select the totals you want to copy, press Control+C (or Edit > Copy) and then instead of Control+V (which will give you different totals because it will automatically change the calculations in an attempt to be helpful) right-click on the first cell of where you want it to go and select Paste Special, then Values, and then press Enter.

Coloring in to show progress

Use the formatting paintbrush to take color from a cell outside the formatted area. Double-click on the paintbrush to pick it up for multiple coloring, then click it again to put it back down.