

TECH TIP

How to Create a Gantt Chart

If you want to show how activities occur over time, you can create a simple **Gantt chart** using the **Table** feature in Word.

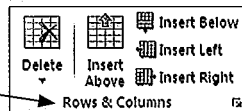
1. Create a **table** with enough cells to include your tasks and dates.

Task							
Task 1: Review Policies							
Task 2: Research Trends							
Task 3: Identify Criteria							
Task 4: Interview Experts							
Task 5: Evaluate Options							
Task 6: Prepare report							
	24	31	1	7	12	19	22

Enter the tasks in rows.

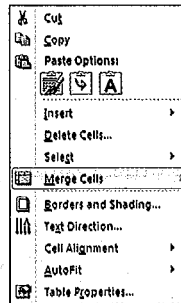
Enter the dates in columns.

If you need to add or remove rows or columns, you can use the buttons in the **Rows & Columns** group on the **Table Tools Layout** tab.



2. To create cells that span several columns, select the cells you wish to merge, right-click, and then select **Merge Cells** on the pop-up menu.

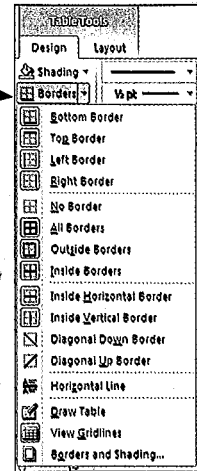
To create column headings and horizontal bars, merge cells.



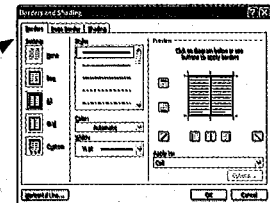
Task	Dates of Tasks						
Task 1: Review Policies							
Task 2: Research Trends							
Task 3: Identify Criteria							
Task 4: Interview Experts							
Task 5: Evaluate Options							
Task 6: Prepare report							
	24	31	1	8	15	19	22
	March			April			

3. To differentiate completed tasks (black bars) from tasks yet to be completed (gray bars) or to hide borders, select the cells you wish to modify and then choose the **Borders** button on the **Table Tools Design** tab. Then select **Borders and Shading**.

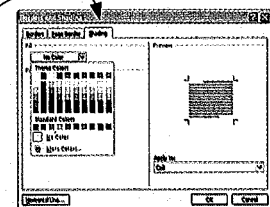
The **Borders and Shading** dialog box will appear.



The **Borders** tab allows you to hide borders of selected cells.



The **Shading** tab allows you to shade selected cells.



KEYWORDS: table, cells, merge cells, borders, shading