

Making a Gantt Chart in Word

Research				
Typing Paper				
Editing				
Proofreading				
	January	February	March	April

- 1) Go to **Table** and **Insert Table**.
- 2) Choose how many columns and rows you want by dragging the mouse---
Be sure to add one extra row and one extra column for your labels.
- 3) Type in your labels.
- 4) To fill in a cell (or block), select cell with mouse. Go to **Format>Borders and Shading>Shading**. Select Black under **Fill**, and change **Apply to:** Cell.
- 5) To change the table so that only the lines of the axes show, go to **Table>Select Table** then go to **Format>Borders and Shading**.
- 6) On the right, there is a picture of your table. Click on the lines that you **do not** want to appear. Then click OK. You may have to select a column and/or row to make final changes.

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C:\LC Files\Student Help Sheets\Making a Gantt Chart in Word