Making a Gantt Chart in Word

<table>
<thead>
<tr>
<th>Research</th>
<th>Typing Paper</th>
<th>Editing</th>
<th>Proofreading</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>February</td>
<td>March</td>
<td>April</td>
</tr>
</tbody>
</table>

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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