GANTT GRAPH PAPER (WEEKLY)





This is a blank GANTT-style worksheet for informal planning. Basically, I print this out like graph paper. I turn on PRINT GRID LINES and REPEAT TOP AND LEFT columns.

Weeks are numbered using the ISO convention

If you want to change the start date, type the new date into cell D3. The ribbon calendar will automatically update.

If you want to add more items to the list, select the entire row by clicking the ROW NUMBER as designated (row 18, where it says "select this entire row"). Right-click and choose INSERT from the menu. If it says "Insert Cells" or something like that you have to clear the currect selection by hitting the ESC key.

To add more columns, you will need to extend the date information in row 6, which holds the dates from which all formatting rules draw. You'll also need to extend the CONDITIONAL FORMATTING rules ranges (look it up).

To group rows, use the DATA menu and group/ungroup as shown. There are expansion icons on the left-hand side of the screen.

To print, make a selection of what part you'd like printed, and when you go to the PRINT dialog box, make sure you're printing the SELECTION and not the worksheet. Use PRINT PREVIEW to make sure tht it looks right.

If you are using a **non-English** version of Excel and the dates are not formatting correctly, please read the "Date Formatting Strings" worksheet and adjust the value(s) there.

Dave Seah 8/12/2011

W28	W29	W30	W31	W32	W33	W34	W35	W36	W37	W38	W39
JUL				AUG				SEP			
07	14	21	28	04	11	18	25	01	08	15	22