



Creating a Timeline in Excel

Technology for Classroom Teachers
Marilyn Western

Open an Excel worksheet. Click on **File** and **Page Set up**. Click **Landscape** and **OK**. Click **File** and **Save As**. Save your work to a folder on your computer.

Title

Click cell **A1** and **drag** your mouse across to cell **M1**.

Click **Format** in the Standard Toolbar. Click **Cells**.

Click the **Alignment** tab. Check the **Merge Cells** box. Click **OK**.

Type a title for your timeline.

Fill with a color of your choice (click the drop down arrow next to the tipping bucket on the **Drawing** toolbar.) **Save**.

Timeline Dates

Click in cell **A5** and type your first date.

Continue entering dates in Row 5. To easily move from one cell to the next on the right, click the **TAB** key. **Save**.

Timeline Events

Click in cell **A10** and drag thru cell **M10** to select this row. Click on **Format** and **Cells**. Select **Alignment**. Put a check in the **Wrap text box**, then click **OK**.

Click on cell **A10**. Type your first event. Continue entering events in Row 10. **Save**.

Finishing Touches

Click on the **arrow** tool on the **Drawing** toolbar.

Draw an arrow from the first date cell to the first event cell.

Click on the **Line style** icon on the **Drawing** toolbar to thicken your arrow.

Copy your arrow (**ctrl and c**) and **paste** it (**ctrl and v**).

Move the new arrow so it points from the 2nd date cell to the 2nd event cell.

Continue until all dates point to their events. **Save**.

You can also select cells **A10-M10**.

Click on **Format** and **Cells** and the **Alignment** tab.

Turn the **orientation** to **90 degrees** for a different look.

Click **OK** and **Save**.

Click on **Print Preview** to see what it will look like.