

# CREATE A TIMELINE WITH EXCEL

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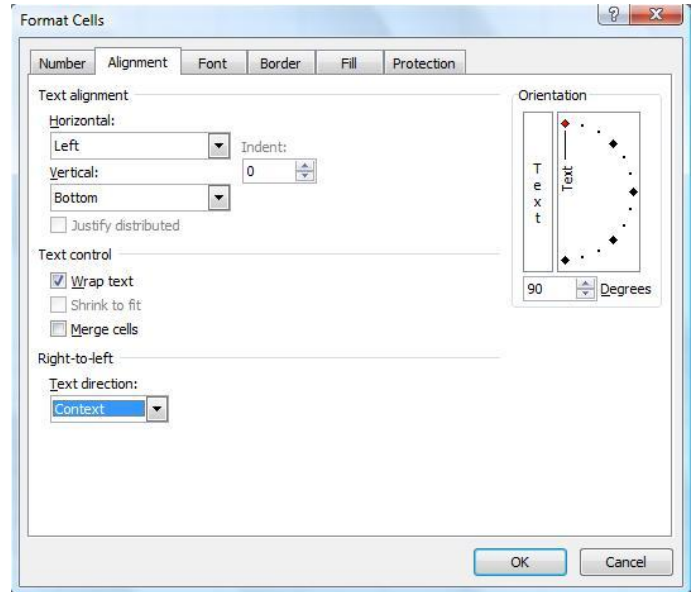
Learn about formatting in Excel while creating a ten year timeline!

1. Open Excel
2. Put your cursor on the line under the 1<sup>st</sup> row. It will turn into an arrow. Drag the line down to make the whole 1<sup>st</sup> row taller than the rest of the rows.
3. Select A1 – J1 by clicking and dragging
4. Right Click. Select Format Cells. Select the Alignment Tab. Check the box next to Merge Cells near the bottom of the pop up window.
5. Now click on the Font Tab. Drop down the menu under Color and select a color that will let your text be seen.
6. Under Size, make the font at least a size 16. Click OK. Type in the title of your timeline. Click on the icon to center your title in the cell.
7. Put your cursor on the line under the 3<sup>rd</sup> row. It will turn into an arrow. Drag the line down to make the 3<sup>rd</sup> row taller than the 2<sup>nd</sup> row. This will be the row you use to type the actual years of your timeline.
8. Select A3 – J3 by clicking and dragging.
9. Right click. Select Format Cells. Click on the Fill Tab. Select a color that will let your text show.
10. Click on the Font Tab. Make the font size 14 and bold.
11. Type in the years of your timeline, one year per cell from A3 – J3.

12. Put your cursor on the line under the 4<sup>th</sup> row. It will turn into an arrow. Drag the line down to make the 4<sup>th</sup> row a size of 150.00 or about 200 pixels tall. This row will be for typing the events into the timeline.

13. Select A4 – J4 by clicking and dragging.

14. Right click. Select Format Cells. Click on the Alignment Tab. Follow the format choices shown in the picture:



15. Click on the Font tab. Select size 12 and Bold. Click OK

16. Type the events into your timeline.

17. Save your timeline as Timeline1xxyyy. (xx stands for the period 01-08 and yyy stands for your initials.)

Edison's Timeline of Inventions									
1868	1869	1872	1876	1877	1879	1881	1886	1897	1900
Vote Recorder	Printing Telegraph Stock Ticker	Automatic Telegraph	Electric Pen	Carbon Telephone Transmitter Phonograph	Dynamo Incandescent Electric Lamp	Electric Motor	Talking Doll	Projecting Kinetoscope	Storage Battery