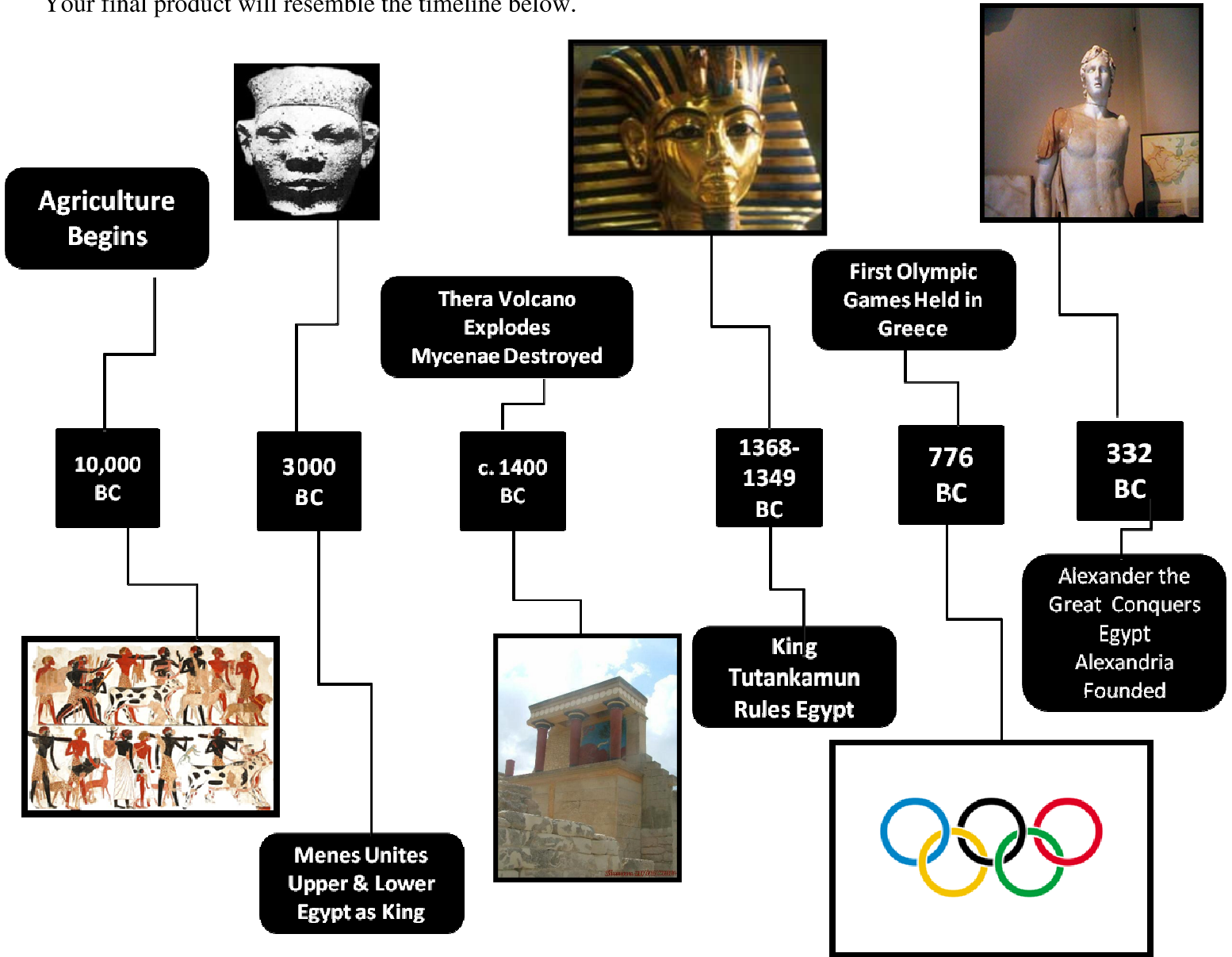




Timelines Using Excel

Making a Timeline in Excel

In this activity you will make a timeline using AutoShapes in Excel. The grid lines will be hidden by a color. Your final product will resemble the timeline below.



1. Your first task will be to collect 6 dates and 6 facts from the time line .
2. Use the table on the next page for recording your dates and facts.
3. Next you will have to find 6 pictures on the Internet that correspond to those 6 events you have chosen.

Try: <http://images.google.com>
 And: <http://en.wikipedia.org>

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Step-by-step directions for using Excel to make a timeline

1. Launch MS Excel. Click on the **Start** button (bottom left), move the mouse pointer up to programs and click, slide to the right to find Excel or MS Office, Click on Excel
2. We will leave the grid lines in place until the time blocks are placed on your worksheet.
3. Is the **Draw** menu located below your worksheet? If so, go to step 5.
4. If not, click on the **View** menu, select **Toolbars**, and then slide over and down to click on **Drawing**.
5. In the Drawing toolbar you will see the word **AutoShapes**. This is where you select shapes to use in your concept map.
6. Click on **AutoShapes**, move your mouse pointer up to **Basic Shapes**, then slide over and down to the rectangle (first one on the first row). Click one time.
7. Clicking does not make a shape; it gives you the cross-hair cursor with which you will draw a shape.
8. Start near the middle row of cells and click and drag to draw a rectangle as long as one (1) cell and as high as two (2) cells. The shape should be surrounded by circles indicating that it is selected.
9. Next you will copy the shape you just drew. Depress the **Ctrl** key and tap on the **C** key one time; this copies the selected item.
10. Without letting go of the **Ctrl** key, tap the **V** key five (5) times. This process pastes the selected item three times, each one on top of the other, displaced slightly downward diagonally.
11. Move the rectangles so they form a line from left to right. Allow a one cell space between each rectangle.
12. Starting with the leftmost block, enter the six time periods in the rectangles. Click in a block and start typing. You can draw the block wider if you need more space.
13. Click on **AutoShapes**, move your mouse pointer up to **Basic Shapes**, then slide over and down to the **Rounded Rectangle** (first one on the second row). Click one time.
14. Draw a **Rounded Rectangle** as you did in step 8 above.
15. Copy the shape then paste five (5) more of them as you did in step 10 above.
16. Move the shapes placing one above or below each time block. *The grid lines will not print when you are finished.*
17. Click in the empty AutoShapes and enter the facts you collected. Drag a shape wider to allow more room for the text you enter.
18. Find your picture to represent the date on your timeline by using step #3 on the first page and browsing to one of the websites listed.
19. When you find a picture you like; 1) Right Click on it 2) Right Click **Copy Image** on the pull down menu. 3) go back to your timeline Excel sheet and press **Ctrl V** to insert it into your timeline sheet.
20. You may resize and move it around just as you did with your rectangles.
21. It is time to connect the rectangles on your concept map. Click on **AutoShapes**, move your mouse pointer up to **Connectors** and select one with an arrow on one end.
22. Move your cursor to a rectangle, but do not click yet. Let your mouse pointer hover over the rectangle and you will see blue dots pop up on the shape. Click on one and let up on the mouse button.
23. Do not click and drag. Move your cursor to the shape you want to connect the first one and hover over the shape until you see the blue dots. Click on the dot to make a connection.
24. If the dots at both ends turn red, the connection is locked.
25. If one dot is green, click on the green dot and drag it to one of the blue dots. When it turns red, let go of the mouse button.
26. Continue this process until all connections are made.
27. If you wish to change the color of an AutoShape, right click on the edge of the shape, select **Format AutoShape**, and then select the color you want.
28. You can format the lines of your connectors by right clicking on the line and selecting **Format AutoShape**.
29. Save your work.