

## Top of Form

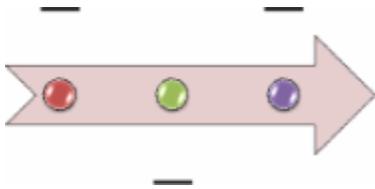
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# Directions to Create a Timeline with Excel

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If you want to create a graphical representation of a sequence of events, such as the milestones in a project or the main events of a person's life, you can create a SmartArt graphic that uses a timeline layout, such as **Basic Timeline**. By using a SmartArt graphic in Microsoft Excel 2010, Microsoft PowerPoint 2010, or Microsoft Word 2010, you can create a timeline and include it in your spreadsheet, presentation, or document.



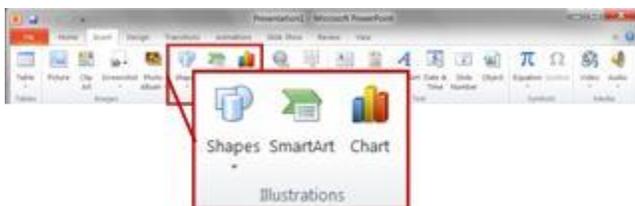
The **Basic Timeline** SmartArt graphic

## What do you want to do?

- [Create a timeline](#)
- [Add or delete entries in your timeline](#)
- [Move an entry in your timeline](#)
- [Change to a different timeline layout](#)
- [Change the colors of your timeline](#)
- [Apply a SmartArt Style to your timeline](#)

## Create a timeline

1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.

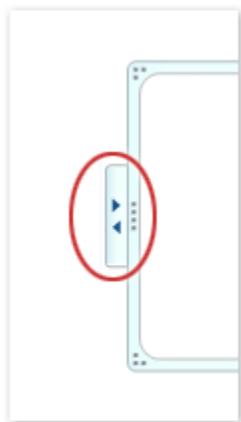


2. In the **Choose a SmartArt Graphic** gallery, click **Process**, and then double-click a timeline layout (such as **Basic Timeline**).

3. To enter your text, do one of the following:

- Click **[Text]** in the Text pane, and then type your text.
- Copy text from another location or program, click **[Text]** in the Text pane, and then paste your text.

**NOTE** If the Text pane is not visible, click the control.



- Click in an entry in the SmartArt graphic, and then type your text.

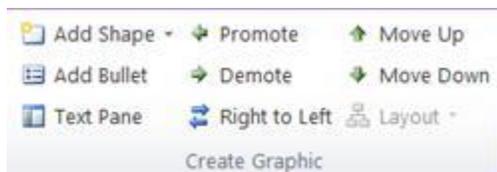
**NOTE** For best results, use this option after you add all of the entries that you want.

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## Add or delete entries in your timeline

### Add an entry

1. Click the SmartArt graphic that you want to add another entry to.
2. Click the existing entry that is located closest to where you want to add the new entry.
3. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow next to **Add Shape**.



If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected the SmartArt graphic. You might have to double-click the SmartArt graphic to open the **Design** tab.

4. Do one of the following:

- To insert an entry after the selected entry, click **Add Shape After**.
- To insert an entry before the selected entry, click **Add Shape Before**.

## Delete an entry

To delete an entry from your timeline, do one of the following:

- In the SmartArt graphic, select the text for the textbox for the entry that you want to delete, and then press DELETE.
- In the Text pane, select the all of the text for the entry that you want to delete, and then press DELETE.

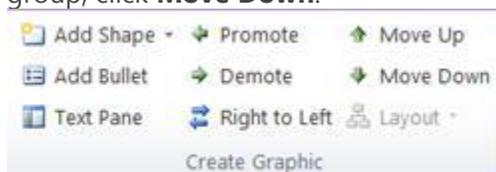
### NOTES

- To add a shape from the Text pane:
  1. At the shape level, place your cursor at the end of the text where you want to add a new shape.
  2. Press ENTER, and then type the text that you want in your new shape.

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## Move an entry in your timeline

1. In the text pane, select the entry that you want to move.
2. Do one of the following:
  - To move the entry to an earlier date, under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click **Move Up**.
  - To move the entry to a later date, under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click **Move Down**.

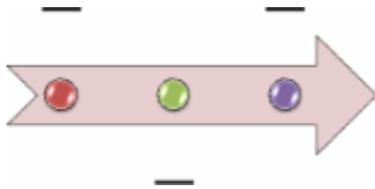


If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected the SmartArt graphic. You might have to double-click the SmartArt graphic to open the **Design** tab.

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## Change to a different timeline layout

1. Right-click the timeline that you want to change, and then click **Change Layout**.
  2. Click **Process**, and then do one of the following:
- For a simple but effective timeline, click **Basic Timeline**.



- To show a progression, a timeline, or sequential steps in a task, process, or workflow, click **Accent Process**.



- To illustrate a timeline with pictures or photos, click **Continuous Picture List**. The circular shapes are designed to contain pictures.



**NOTE** You can also change the layout of your SmartArt graphic by clicking a layout option in the **Layouts** group on the **Design** tab under **SmartArt Tools**. When you point to a layout option, your SmartArt graphic changes to show you a preview of how it would look with that layout.

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## Change the colors of your timeline

To quickly add a designer-quality look and polish to your SmartArt graphic, you can [change the colors or apply a style](#) to your timeline. You can also add effects, such as glows, soft edges, or 3-D effects. Using Microsoft PowerPoint 2010, you can also [animate your timeline](#).

You can apply color combinations that are derived from the **theme colors** to the entries in your SmartArt graphic.

1. Click the SmartArt graphic whose color you want to change.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click **Change Colors**.



If you don't see the **SmartArt Tools** or **Design** tabs, make sure that you've selected the SmartArt graphic.

3. Click the color combination that you want.

**TIP** When you place your pointer over a thumbnail, you can see how the colors affect your SmartArt graphic.

## Change the line color or style of an entry's border

1. In the SmartArt graphic, right-click the border of the entry you want to change, and then click **Format Shape**.
2. To change the color of the entry's border, click **Line Color**, click **Color** , and then click the color that you want.
3. To change the style of the entry's border, click **Line Style**, and then choose the line styles you want.

## Change the background color of an entry in your timeline

1. Click the SmartArt graphic you want to change.
2. Right-click the border of an entry, and then click **Format Shape**.
3. Click **Fill**, and then click **Solid fill**.
4. Click **Color** , and then click the color that you want.

To change the background to a color that is not in the **theme colors**, click **More Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab are not updated if you later change the document **theme**.

To specify how much you can see through the background color, move the **Transparency** slider, or enter a number in the box next to the slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).

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## Apply a SmartArt Style to your timeline

A SmartArt Style is a combination of various effects, such as line style, bevel, or 3-D perspective that you can apply to the entries in your SmartArt graphic to create a unique and professionally-designed look.

1. Click the SmartArt graphic you want to change.
2. Under **SmartArt Tools**, on the **Design** tab, in the **SmartArt Styles** group, click the SmartArt Style that you want.



To see more SmartArt Styles, click the **More** button .

### NOTES

- When you place your pointer over a thumbnail, you can see how the SmartArt Style affects your SmartArt graphic.

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Did this article help you?

Yes

No

Not what I was looking for

