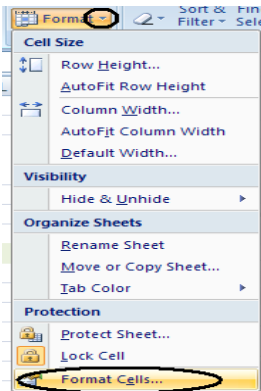


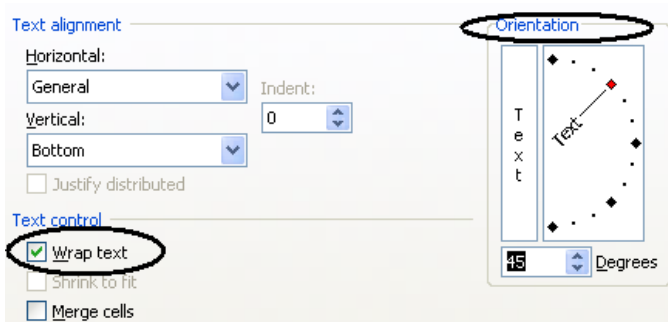
Sample Timelines

Technology Timeline

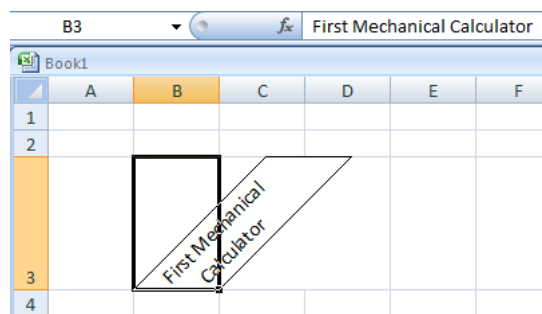
1. Click cell B3
2. Cells Group→Format down arrow→Format Cells



3. Click Alignment tab→Wrap Text, checkmark
 - a. Orientation→45 degrees

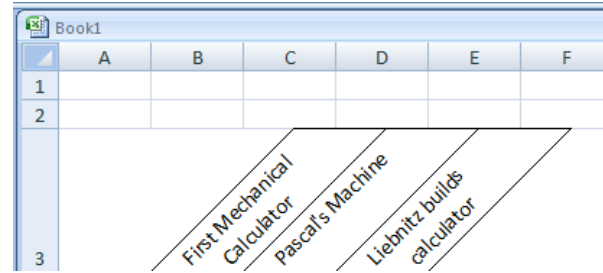


4. Border tab→ click outline, click inside (if available)
5. Enter “First Mechanical Calculator” → press enter
6. Expand row manually: Click between rows 3 and 4→drag down 4 rows.



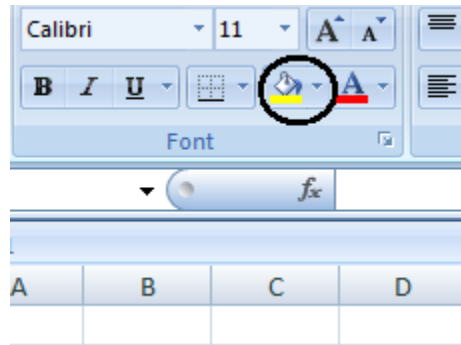
7. Double click on C3 and drag cursor to D3→Repeat steps 2 through 4.

8. Double click on C3 →enter “Pascal’s Machine”→press enter.
9. Double click on D3→enter “Liebnitz builds calculator”→press enter.

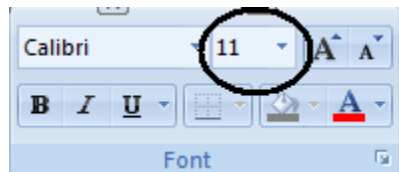


Add line fill color

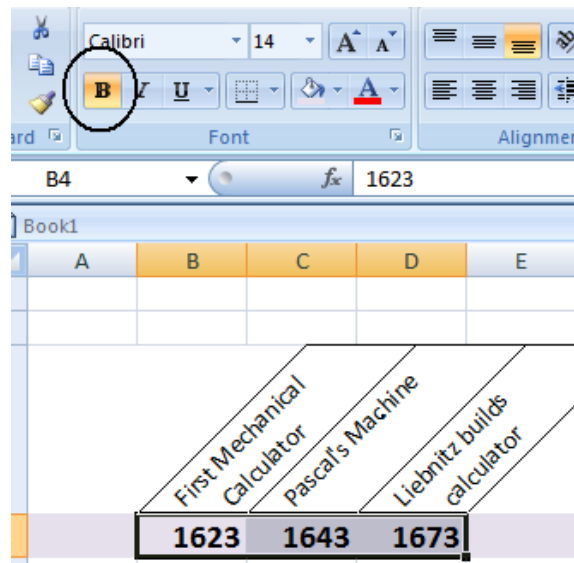
1. Click on “4”, row will be highlighted.
2. Click on the fill bucket→Choose a color.



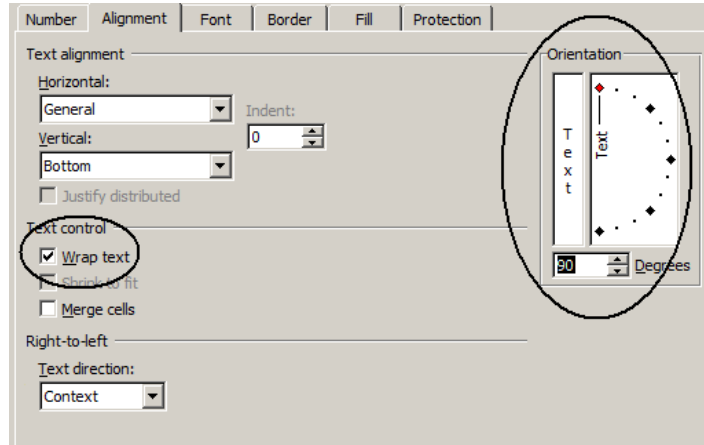
3. Click on B4 and drag to D4
 - a. Click on font size→change font size to 14.



- b. Double click on B4→enter “1623”
 - c. Double click on C4→enter “1642”
 - d. Double click on D4→enter “1673”
4. Click on B4 and drag to D4→click on bold



5. Click on B5 and drag to D5
 - a. Click format down arrow → format cells
 - b. Click alignment tab → check wrap text
 - c. Click orientation → 90°



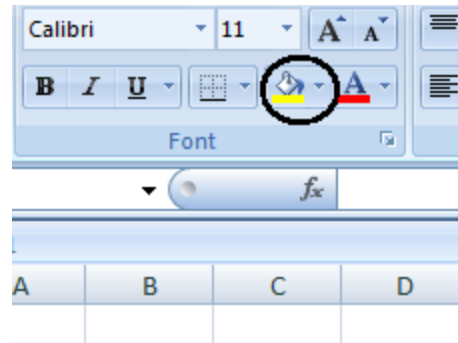
6. Double click in A5 → enter text “This first mechanical calculator was called the Pascaline.” → press enter.
7. Double click in B5 → enter text “The inventor was only 19 when he began work on an adding machine in 1642.” → press enter.
8. Double click in C5 → enter text “Attempts to multiply mechanically were made by Gottfried Leibnitz in the 1670s”

3			
4	1623	1643	1673
5	first mechanical calculator was called the Pascaline	The inventor was only 19 when he began work on an adding machine in 1642	Attempts to multiply mechanically were made by Gottfried Leibnitz in the 1670s
6			

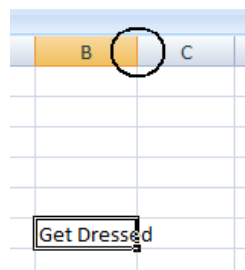
Timeline with Pictures

Timeline with Pictures

9. Click on "11", row will be highlighted.
10. Click on the fill bucket → Choose a color.



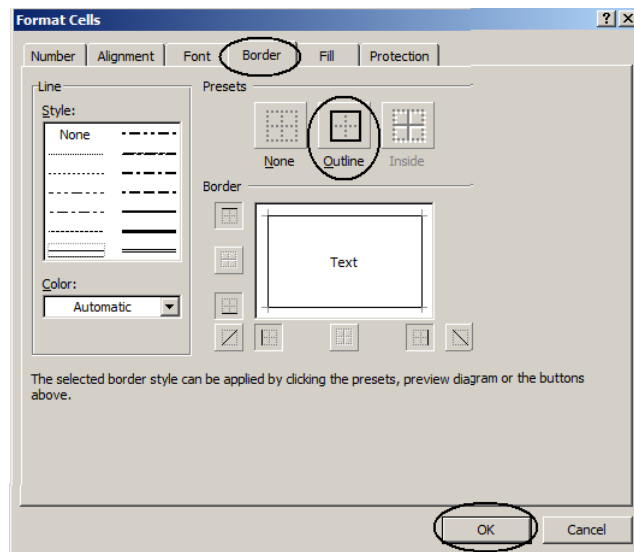
11. Click on B10 → enter time "6:45 am" → press enter.
12. Click on B6 → enter "Get Dressed" → press enter.
13. Click between B and C and drag cursor to the right to expand column width.



14. Click on B6 → Cells Group → Format down arrow → Format Cells

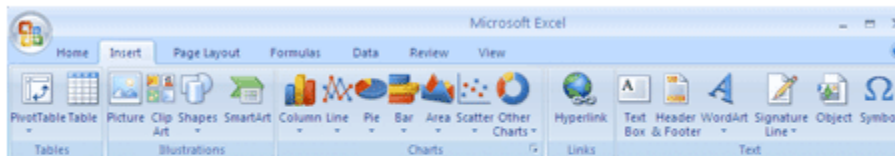



15. Click Border tab → click outline, click inside (if available)



Draw Lines

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



2. Under **Lines**, click the line or connector that you want to add.
3. Do one of the following:
 - To draw a straight line, click **Line** , and then drag to draw the line.

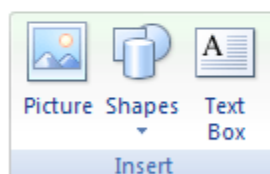
Add Pictures

Click on B4

1. Click the chart area of the chart.

This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.

2. On the **Layout** tab, in the **Insert** group, click **Picture**.



3. Locate the picture that you want to insert, and then double-click it.

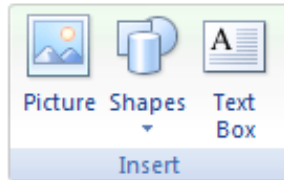
Add Title

1. Click on D1

1. Click the chart to which you want to add a text box.

This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.

2. On the **Layout** tab, in the **Insert** group, click **Text Box** .



3. In the chart, click where you want to start a corner of the text box, and then drag until the text box is the size that you want.

2. Type "A Day in the Life"

