

How To Make A Timeline In A Microsoft Word Document

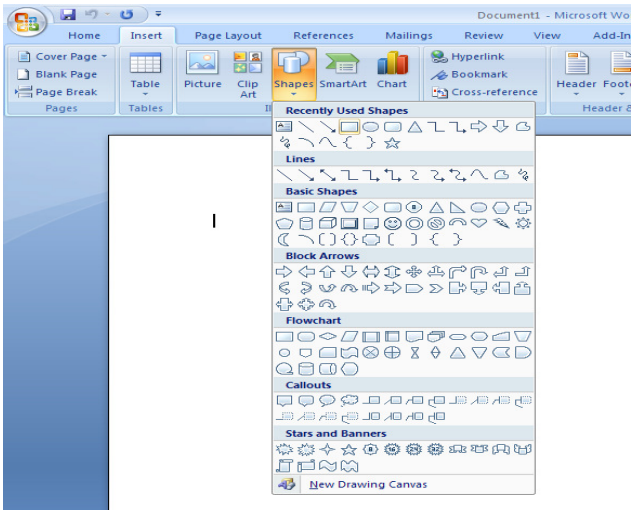
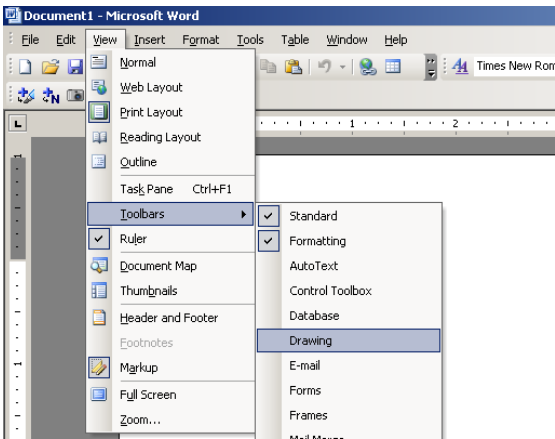
(Scroll down to page 4 of this document to view a sample Illinois Timeline)

Step 1

Insert a long rectangle down the middle of the document. In Word 2003, make sure the Drawing toolbar is present by going to "View," pointing to "Toolbars," and selecting "Drawing" if it is not checked. Click the rectangle on the drawing toolbar. In Word 2007, go to the "Insert" tab, click "Shapes" and choose a rectangle. Drag the rectangle across the page.

Word 2003

Word 2007

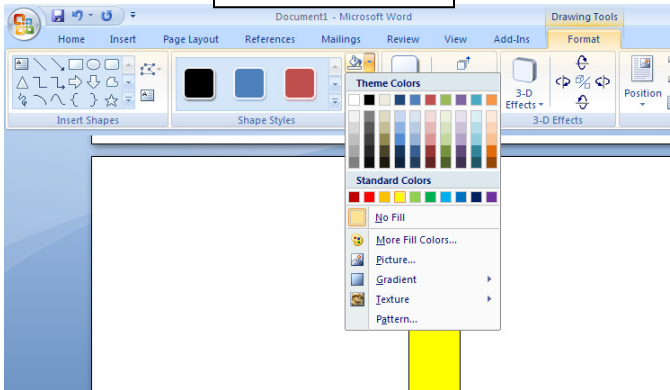
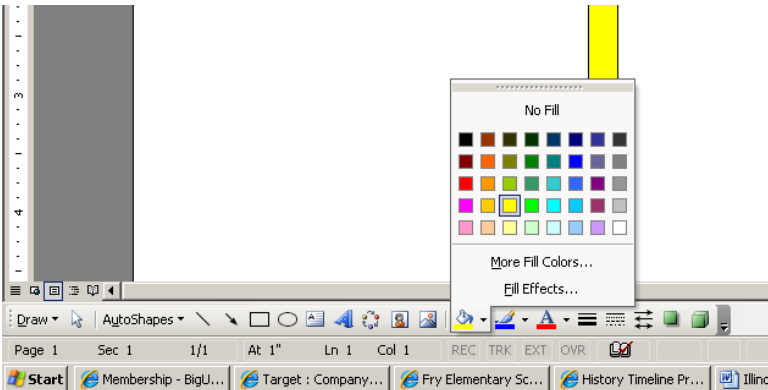


Step 2

Right click on the rectangle you have created and go to the paint bucket icon. Choose a fill color or fill effect from the dropdown. Click on your color choice to fill your rectangle timeline. In 2008, go to the Format tab and select Shape Fill then select a color.

Word 2003

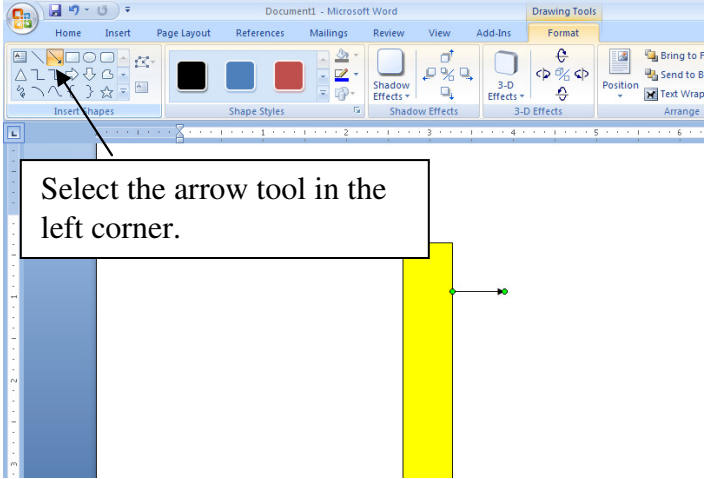
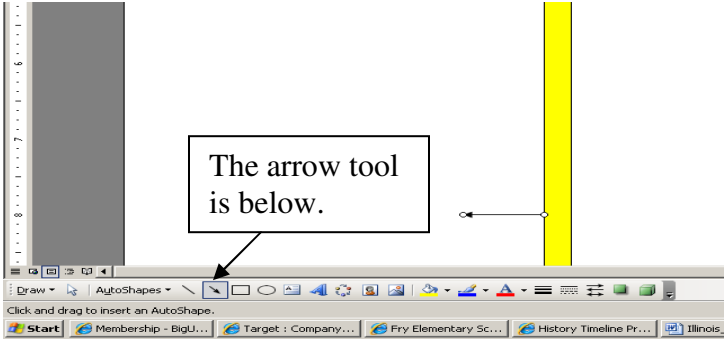
Word 2007



Step 3

Click on a line or arrow from the "Shapes" group in Word 2007, or from the "Drawing" toolbar in Word 2003. Drag the line or arrow into place, perhaps starting at the side of the timeline near the top end. Draw it about 1 inch away from the rectangle's center.

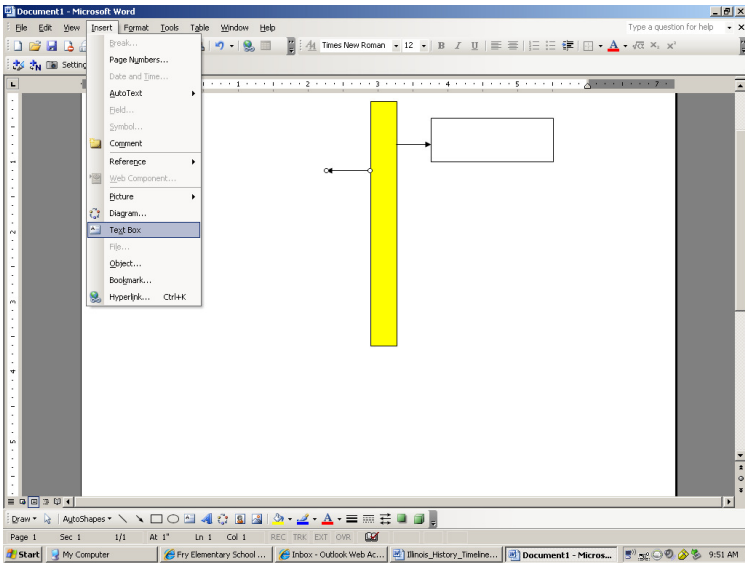
Word 2003



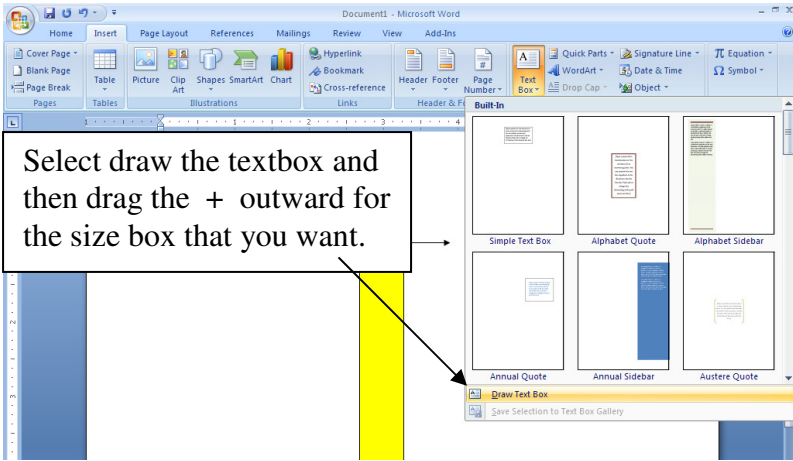
Step 4

Insert a text box at the end of the line or arrow by clicking "Text Box" from the "Insert" menu in Word 2003 or the "Insert" tab in Word 2007 and click on textbox and choose "Draw Textbox." Type the **first date** of your timeline here, along with details about this date. Click on the outline of the text box to select

Word 2003



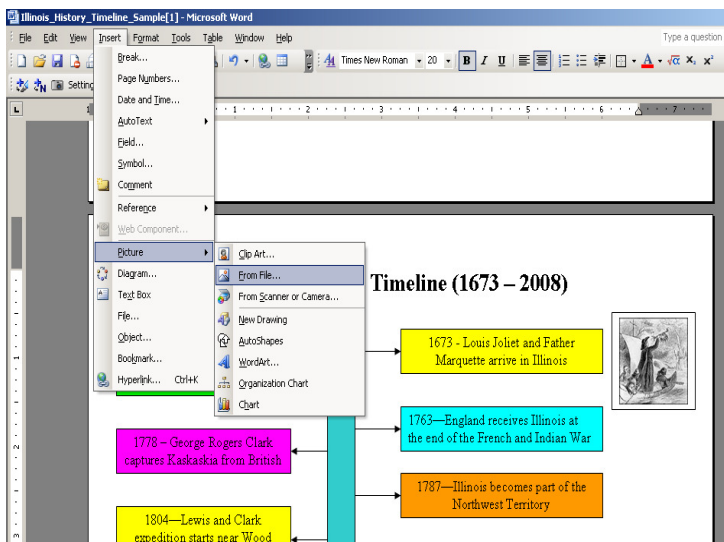
Word 2007



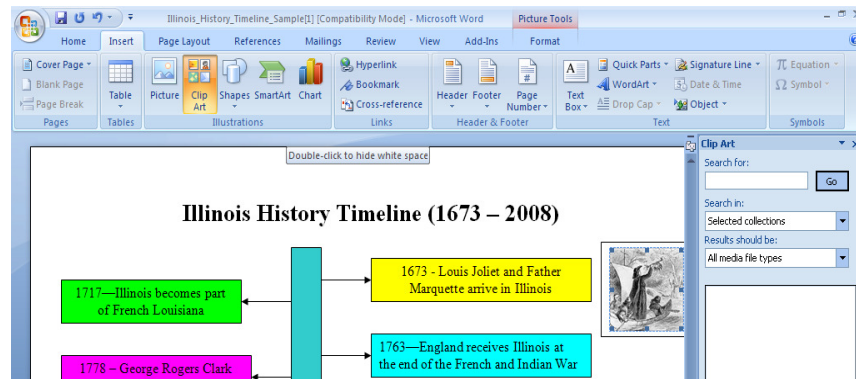
Step 5

Add descriptive **graphics** to your timeline. In Word 2003, go to the "Insert" menu. Point to "Picture" and choose "From File" or "Clip Art." In Word 2007, go to the "Insert" menu and choose "Picture" or "Clip Art." Insert pictures for some or all of your timeline items.

Word 2003



Word 2007



Illinois History Timeline (1673 – 2008)

