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.

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.
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.

Step 3

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.

Select the arrow tool in the left corner.

Select draw the textbox and then drag the + outward for the size box that you want.
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.
Illinois History Timeline (1673 – 2008)

1673 - Louis Joliet and Father Marquette arrive in Illinois

1717—Illinois becomes part of French Louisiana

1778 – George Rogers Clark captures Kaskaskia from British

1763—England receives Illinois at the end of the French and Indian War

1787—Illinois becomes part of the Northwest Territory

1804—Lewis and Clark expedition starts near Wood River

1818—Illinois becomes the 21st state

1848—The Illinois & Michigan Canal completed

1861—Abraham Lincoln inaugurated as the 16th President of the United States

1871 – Chicago Fire: Fire rages over most of city of Chicago

1878 – George Rogers Clark captures Kaskaskia from British

1893 – Chicago World’s Fair

1958—Illinois Tollway opens

1970—New state constitution adopted

1992—Carol Moseley Braun becomes the first African American woman in the Senate

2001—Abraham Lincoln Presidential Library and Museum

2008 – Barack Obama is the first African American elected President of the United States