

Excel Timeline Template



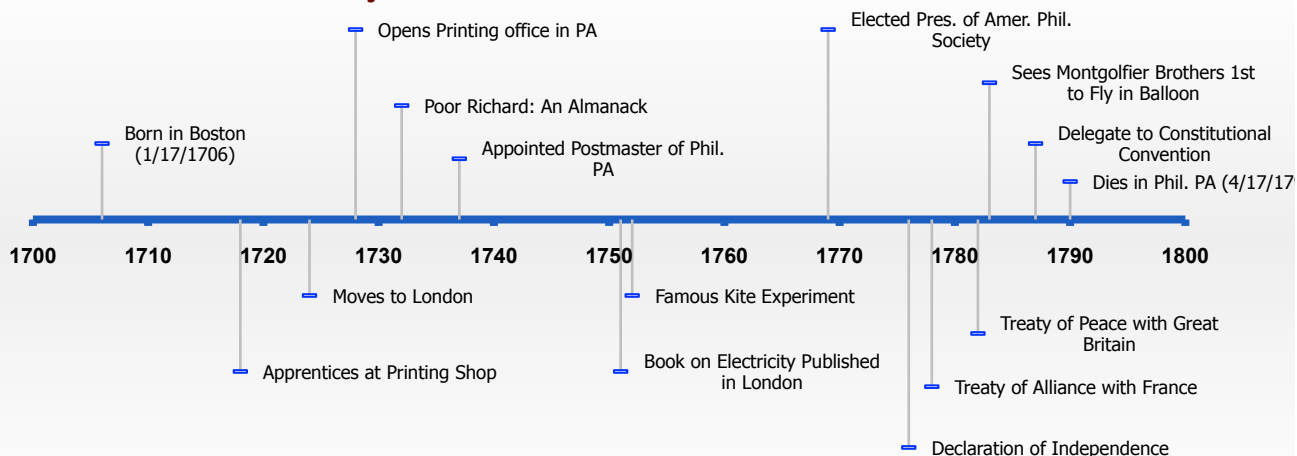
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Title: Events in the Life of Benjamin Franklin

Year	Event
1706	Born in Boston (1/17/1706)
1718	Apprentices at Printing Shop
1724	Moves to London
1728	Opens Printing office in PA
1732	Poor Richard: An Almanack
1737	Appointed Postmaster of Phil. PA
1751	Book on Electricity Published in London
1752	Famous Kite Experiment
1769	Elected Pres. of Amer. Phil. Society
1776	Declaration of Independence
1778	Treaty of Alliance with France
1782	Treaty of Peace with Great Britain
1783	Sees Montgolfier Brothers 1st to Fly in Balloon
1787	Delegate to Constitutional Convention
1790	Dies in Phil. PA (4/17/1790)

Height	Axis	Label
10	1706	Born in Boston
-20	1718	Apprentices at
-10	1724	Moves to Lond
25	1728	Opens Printing
15	1732	Poor Richard: /
8	1737	Appointed Post
-20	1751	Book on Electri
-10	1752	Famous Kite E
25	1769	Elected Pres. o
-30	1776	Declaration of
-22	1778	Treaty of Allian
-15	1782	Treaty of Peace
18	1783	Sees Montgolfi
10	1787	Delegate to Co
5	1790	Dies in Phil. PA
10	0	0

Events in the Life of Benjamin Franklin



Instructions

1. Do not insert or remove entire rows (This will mess up the labeling order in the chart).
2. Edit the **yellow** cells. You can copy and paste, delete, insert, and sort, as long as you do not insert or delete entire rows.

To change the x-axis scale

1. Right-click on the x-axis and select "Format Axis..." or use the Chart toolbar to edit the axis properties.
2. In the Scale tab, choose specific minimum and maximum values.

To delete an event

1. Delete the Year and Event in columns B and C, respectively.
2. If the timeline includes 0, make the Year be a value off the X-Axis scale.
 - Or -
 - 1. Delete the year and event.
 - 2. Move all the other events up.
 - 3. Modify the data series so that the last events in the column are not included in the graph.

To add an event

1. Do not insert a row. Just copy the last row of the table down as many rows as you need.
2. Modify the data series to include the additional rows.
3. Edit each new data point label, referencing the correct cell in column G. This is done by clicking on the data points in the chart. Then click on the specific data label that you want to edit (this should highlight just the single data point). Then, with the data point selected, type "=" then select the cell containing the Label (in column G).

<http://www.vertex42.com/ExcelArticles/create-a-timeline.html>

