

## How to Make a Timeline in Word

When you have complex projects where deadlines, work history, and specific dates are heavily focused, you need to present your data with a project timeline. And a timeline infographic has the ability to showcase the visual data of any project or business wherein the events are arranged chronologically, along with the date and time of every process. And besides using the Microsoft PowerPoint template, PowerPoint presentation, or Excel, you can actually create such timelines using Microsoft Word in Windows and Mac.

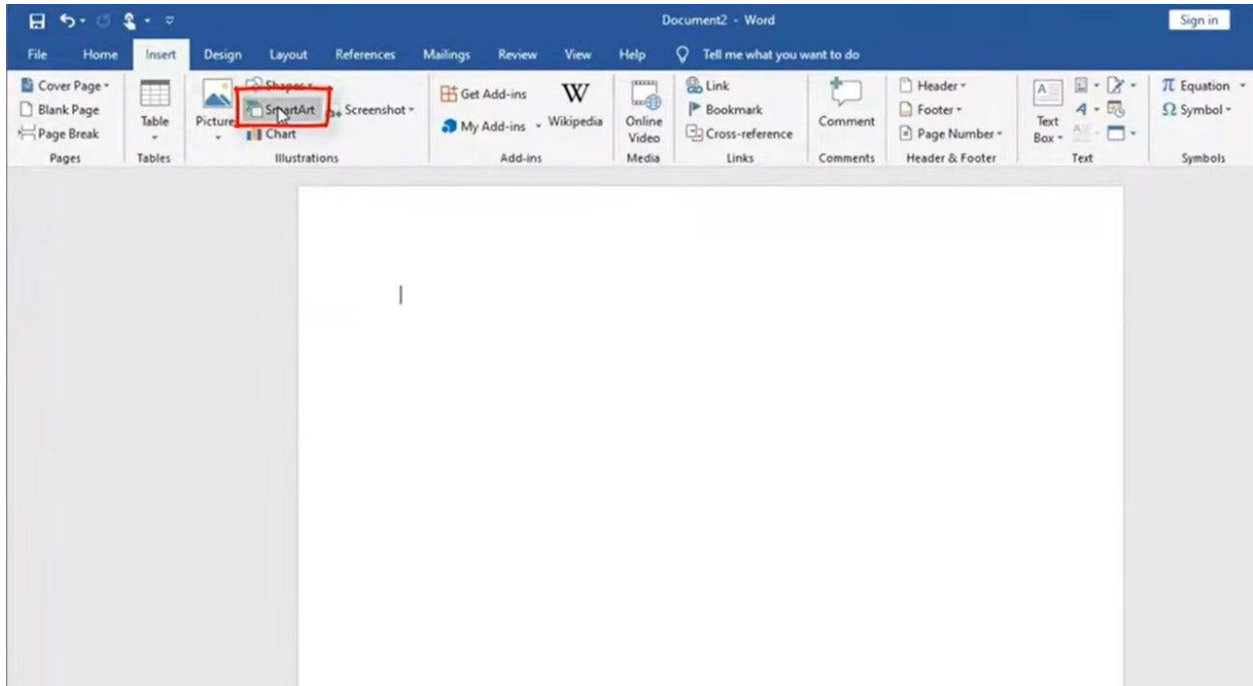
### SUMMARY:

- For Windows: Open **Word**. Click **Insert**, then **SmartArt**. Choose a **Process** to work with until you can insert and edit your timeline data.
- For Mac: Go to **MS Word**. Click the **Insert** menu followed by **SmartArt** or **Insert a SmartArt Graphic**. Pick a **Process** as your timeline template until you can customize and insert the details.

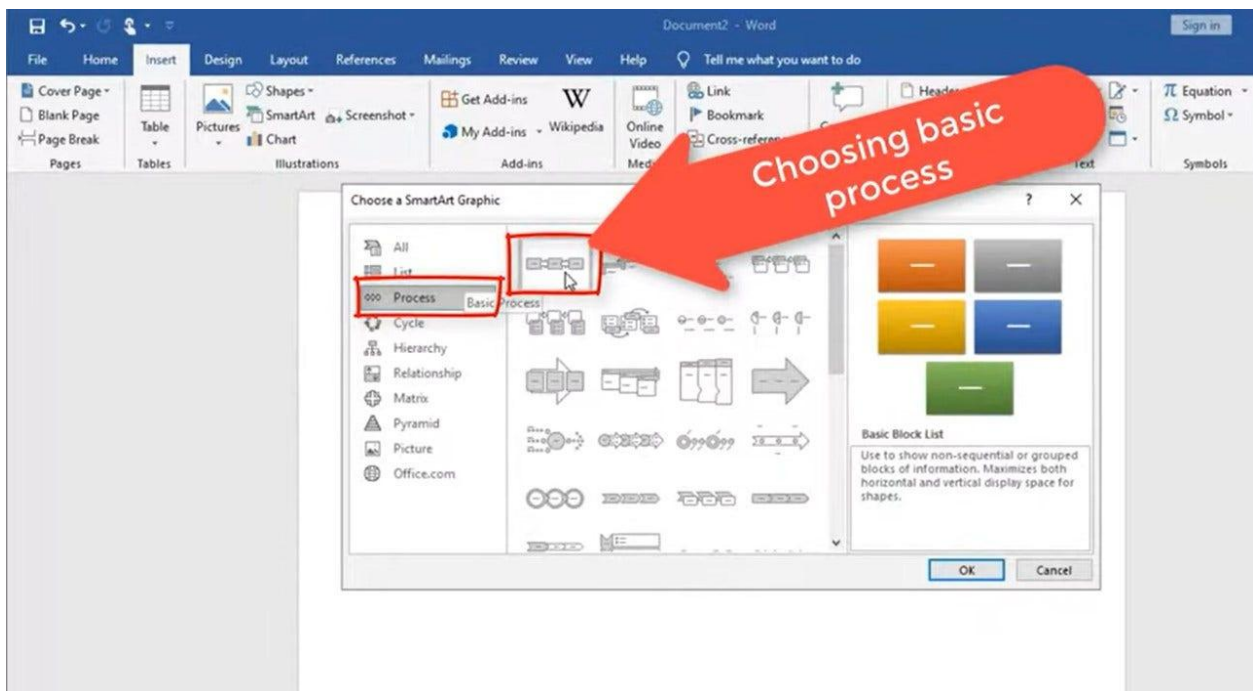
## How to Create a Timeline in Word Using Windows

Microsoft Word itself already consists of a plethora of customizable and easy-to-use tools. And making a timeline is just one example. So if you are using Windows to make a timeline with Word, kindly follow these steps:

1. Open **Microsoft Word** and begin a new document. Then, tap the **Insert** button at the top menu and click **SmartArt**.



2. Once the SmartArt dialog box appears, click **Process**. And you can choose a variety of process options to build your timeline. One example is the **Basic Process**. Select it, then tap **OK**.



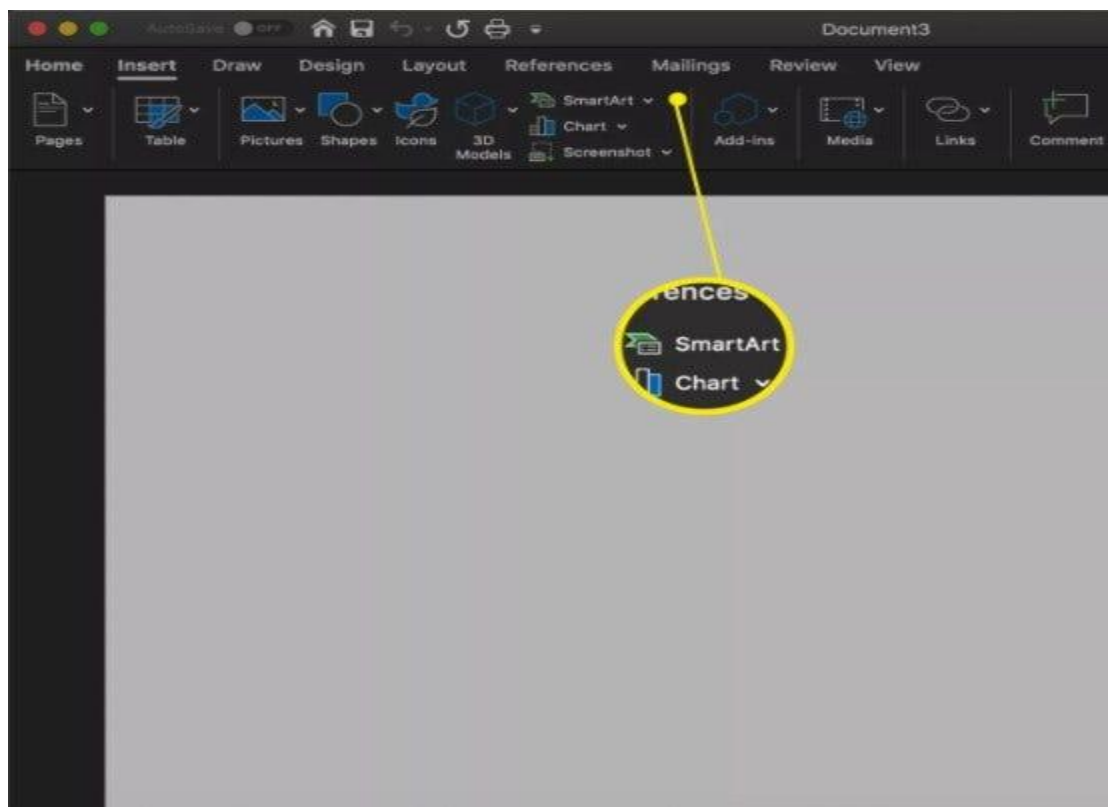
3. As the basic process appears, click on the diagram to alter the text. And if you wish to add more stages than the default examples, simply right-click on an **arrow**. Select **Add Shape**, then pick **Add Shape After**. Thus, you can edit a new stage. Make sure to insert the complete stages and data of your timeline, and your timeline infographic is good to go.

**Note:** Do you want to use more professionally made timeline templates for a much easier experience? Just head on to [Template.net](https://www.template.net), and go to sample [timeline templates in Word](#).

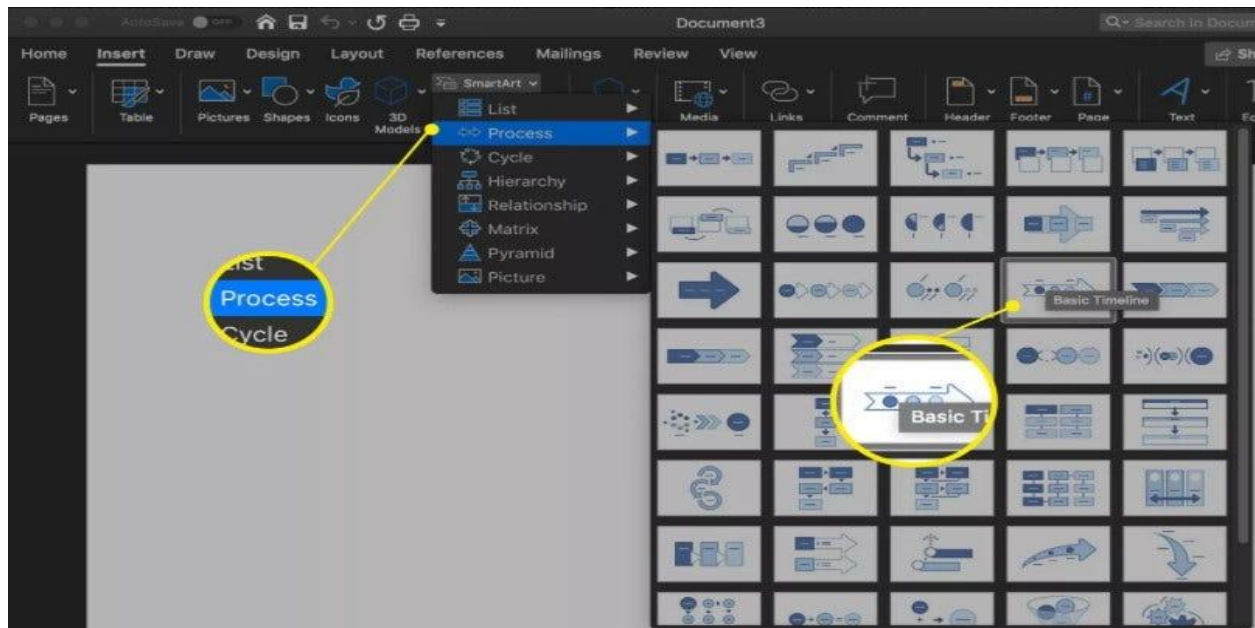
## How to Make a Timeline in MS Word Using Mac

Now that you learned the basic steps in Windows, how about with Mac? Rest assured, the steps are a bit similar. And the steps to create a timeline in Word using Mac are the following:

1. Open your **Word document**. If Microsoft Office is not installed yet, then be sure to install the app first. Once you are inside, click **Insert**, then choose **SmartArt**. For other versions of MS Word, the button may be called **Insert a SmartArt Graphic**.



2. Tap **Process** until you will be shown a list of different processes. And each example gives you a glimpse of the many types of timelines. Familiarize each example until you can select your preferred type.



**Note:** If you are making a timeline for the very first time in Word, choose **Basic Timeline**. But if you want to take the advanced route, then you may pick the vertical timeline or any other SmartArt graphic. Some people would even incorporate a Gantt chart, a project history, and a milestone report. It depends on your preference.

3. After choosing your preferred timeline or process, the timeline template will automatically be inserted into the document. And this is where editing gets serious. As a start, tap any text box you want to insert, write, or paste texts for the timeline. And you may use default labels with the **Beta Release**, **Testing Phase**, and **Production Launch**.

4. If you wish to add or take away any item from the timeline, you only need to select the **plus sign** in green button and **minus sign** in red button as seen in the SmartArt Text section. Also, keep track of the arrow keys when you need to promote or demote any timeline stage. And remember in the SmartArt Text toolbar, the **left arrow** is to promote and the **right arrow** is to demote. You may rearrange the stages in the timeline with the **up** and **down** arrows as well.

5. Once you are finished adding elements and customizing the timeline, it is time to produce it.