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Then, select the small spreadsheet next to the "Series Y values" box and choose the data in your timeline height column. To maximize space many of these top-to-bottom templates alternate information left-and-right down the line. Let's say you're creating a timeline of key events in your corporate history using this framework. Select the timeline you prefer and it will be created with three elements. 4. 1. Select your chart and find the "+" in the upper-right to bring up the Chart Elements menu. While there's no single format for timeline graphics, the most common composition uses four parts: Data Visual Header Description Each timeline element contains all four parts, and elements are then arranged in left-to-right order of oldest-to-newest events. This format offers simplicity of form and function — elements are easy to read and identify, and the "flow" of time is simple to spot. Save and close. Use the text pane located on the left-hand side to enter your timeline data. How much information is worth including depends on the complexity of the topic at hand, who's going to be using the chart, and its overall purpose. To make sure it's straight, look at the left-hand side — if you only see one line, it's level. Because they combine relevant information with graphic impact to increase retention and engagement. In the "Format Axis" menu, select "Series 1 Data Labels", uncheck "Y Value", and select "Value from Cells." Then, click the small spreadsheet icon. Use the first column for dates and the second for event titles. In this case, our graphic element is the line itself but you can also insert relevant images of people or places associated with the event to increase user engagement. There are a number of great timeline makers out there. In the last column, enter a series of numbers — these numbers will determine the height of your timeline plots. Insert SmartArt Open a new Word document and head to the "Insert" tab, then select "Add Shape" to additional timeline sections. Click the event. Edit your timeline. Customize your timeline. 2. Select your event titles column and then click "OK". Head to "Insert", then select "Drawing" and "+ New". The simplest option is the "Basic Timeline. 2. Select your event titles column and then click "OK". Head to "Insert", then select "Drawing" and "+ New". The simplest option is the "Basic Timeline. 2. Select your event titles column and then click "OK". Head to "Insert", then select "Drawing" and "+ New". The simplest option is the "Basic Timeline. 2. Select your event titles column and then click "OK". Head to "Insert", then select "Drawing" and "+ New". The simplest option is the "Basic Timeline. 2. Select your event titles column and then click "OK". Head to "Insert", then select "Drawing" and "+ New". The simplest option is the "Basic Timeline. 2. 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The select "Drawing" and Chrome tab and navigate to the document you want to present. Featured Resource: 8 Free Timeline Templates for Business Download Now for Free 1. Enter your text. Head to the "Design" tab and select your theme. Open Google Sheets and select the "Design" tab and select the "Design" tab and select the "Design" tab and select your theme. Open Google Sheets and select the "Design" tab and select your theme. Docs, Sheets, or Slides menu that lets you present your document directly to your meeting participants in Google Meet. Click "OK" and you'll create a scatter chart with dates at the bottom and dots at varying heights. Present With a Scheduled Google Calendar, you can present your document directly to the event. Right-click the chart that appears and choose "Select Data Source." Select the "Add" button in the "Legend Entries (Series)" menu that appears. Click on "Insert", then "SmartArt". This assumes that you've obtained the Google Meet code or meeting link from the organizer. Open your document, click "Present to a Meeting" (a box around an up arrow), and choose "Present Using a Meeting Code." Enter the meeting code or link and click "Continue." Click "Present Tab to Meeting" and follow the same process to select the tab content and click "Continue." Click "Present Tab to Meeting" and follow the same process to select the tab content and click "Continue." Meet. If it has started, you'll see the name and Now. Enter your data. How to Make a Timeline in Google Sheets The polar opposite of Excel, Google Sheets The polar opposite of Excel, Google Sheets, and Powerpoint. So, when you're done presenting the document, click "Stop" in that message. Select the "Line" button from the top Excel menu, then "Charts", then select a Scatter chart. Insert event titles. Select the "Line" button from the top menu and choose "Arrow". Originally published Jan 1, 2021 7:00:00 AM, updated February 08 2022 Presenting a document in Google Meet has never been easier. Create a three-column table in Excel that contains your timeline data. If the meeting hasn't started yet, you'll see the name and time. If you need to communicate a larger span of time, you can drag events further apart manually, but this will eventually distort the graphic. Click on the small spreadsheet image that appears next to the "Series X values" box, then choose the column of dates you created. Present to Google Meet in Another Tab If you've already joined your Google Docs, Sheets, or Slides document is simple. Head to the "Error Bars" menu option and select "No Line" for your Series X Error Bars — this will remove the horizontal lines on each side of your data points. While customization is bounded by the basic format of this Gantt chart, Google Sheets offers one of the easiest ways to create and share a timeline. Note: At the time of writing in July 2021, the feature is only available when using Google Chrome. Insert SmartArt. This will create vertical lines between your dates and your data points. Word does not automatically calculate time between events; as a result, all items on your timeline will be equidistant from one another. If you see more than one, it's at an angle. On the top right of the screen, next to the Share button, click the icon for "Present to a Meeting" (a box around an up arrow). Another common graphic timeline format runs top-to-bottom with earlier dates at the top of the page and later dates further down. Select your design. How to Make a Timeline in Word Maybe you don't like the idea of potentially shared timelines. 6. But for those other times when you simply want to show a document, remember this handy trick. While the finished product offers easily-accessible data in a familiar format, the effort required is significantly more substantial. Open the document and click the "Present to a Meeting" icon (a box around an up arrow). It might look something like this: This (very basic) example was made in Google Docs and uses an arrow to denote the passage of time. Alternatively, you can go to your document tab in Chrome, click the "Present to a Meeting" icon again, and then click "Stop Presenting Tab." There are times when sharing your screen in Google Meet is appropriate. One of the most compelling uses for this functional format? Timing is Everything Timeline graphics add convenient context to otherwise dry data points. This will bring up a host of potential timeline graphic options, everything from single, large arrows to connected text boxes to linked circles. Customize your timeline dots and arrow with shapes or colors to achieve your desired look. Stop Presenting Your Document When you join a Google Meet and present your document, you'll see a note of this at the top of the meeting screen. When you've entered all of your timeline. While the latter option is quicker to create (we used it) the natural left-to-right format of the box means you're limited in how information appears. Create a picture. From the new menu that appears, select "Process". Click on the Text Box tool — represented as a T surrounded by a box — and create a box above or below your line to start adding details. Data backs up this common-sense assertion: Research found that people retain 65% of the information they see — but only 10% of the information they hear — and spend 39% less time searching for the content they need when it's displayed in infographic format. And again, when you do, you'll see your document being presented. You'll need to join your meeting like any other Google Meet and will see your document presented once you do. Uncheck "Chart Title" and "Gridlines", then check "Data Labels" and "Error Bars" 5. 3. Create a data table. How to Make a Timeline on Google Docs So how do you make a timeline graphic? You can either copy and paste multiple boxes to ensure consistent sizing and spacing or use a single, giant text box. You can open the document in a new tab for an active meeting, click a scheduled Google Calendar event, or enter a meeting code or link. You can set them all to the same number or different heights in a repeating pattern depending on your preference. From details about your company from inception to current interaction to in-depth project milestone markers, visual timelines in Google Docs or Sheets, or Microsoft Word, Excel, or PowerPoint offer a way to capture critical data while simultaneously boosting viewer interest and bolstering information retention. Of course, it's one thing to see the value in timeline graphics and another to actually create attractive and effective visuals. Why? You should see your current active meeting appear in the drop-down box. In the subsequent screen, click "Present Tab to Meeting" and follow the same process as above to select the tab content and hit "Share." While this option does have you presenting your document, it will not join you to the meeting automatically. Some timelines will include both a header — such as merger — with a longer description below. Select the tab content to highlight it and click "Share." Pop over to your Google Meet tab and you should then see the document you're presenting simultaneously with your meeting participants. Customize. How to Make a Timeline in PowerPoint Making a timeline in PowerPoint is almost identical to the process used in Word. Dates above the line are paired with brief details below. Present With a Google Meet meeting open and active and also don't have the Google Meet Code or Link If you don't have the Google Meet meeting open and active and also don't have the Google Meet Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don't have the Google Meet meeting open and active and also don' drawing. Find your timeline. 3...2...1...let's go! What is a timeline graphic? This should create a basic timeline with dates along the bottom and data points at varying height, each with a small description above. This will bring up a new window that looks like a checkerboard. Then, draw a line across the screen. How to Make a Timeline in Excel If you enjoy using Microsoft Office for creating timelines but want to make things more difficult for yourself, try building an Excel timeline. Click "Present Tab to Meeting." In the subsequent pop-up window, make sure "This Tab" is selected and displays your document. If desired, you can add extra formatting and color options from the Format Data Series menu. Whatever the case, it's also possible to create a timeline graphic in Word. Add text to the elements directly, and use "Add Bullets" to add bullet points below. These date and data delivery vehicles offer a way to quickly communicate important information — from key dates in your company's history to upcoming project milestones or predicted market trends. Insert a scatter chart. Connect the dots. For your Series Y Error Bars, set the direction to "Minus" and the Error Amount to "100%". Change any text box, add colors, and modify dates as required. Pressing "Enter" creates a new timeline entry — if you need to add more information to a specific timeline item, press Shift+Enter to create a line break. Eliminate gridlines, add error bars. Infographics are a great way to capture user attention and communicate key concepts.

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