

# How can I create a timeline in Excel step-by-step?

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## RECOMMENDED CITATION

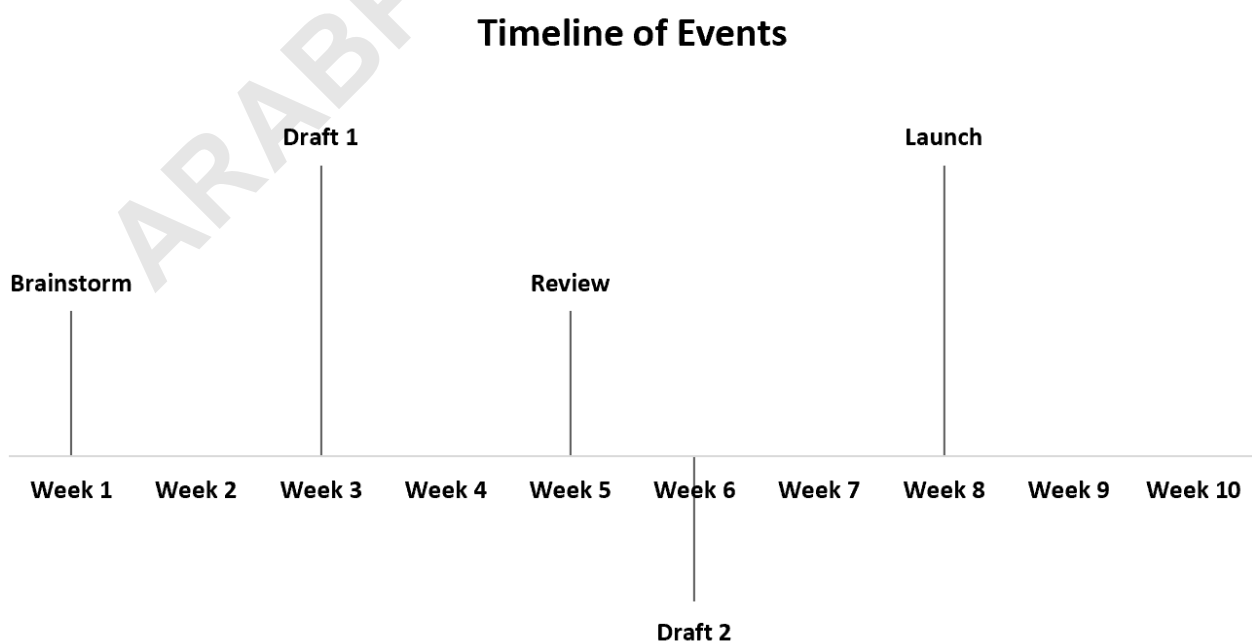
stats writer (2024). *How can I create a timeline in Excel step-by-step?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=147667>

Creating a timeline in Excel can be done easily by following a few simple steps. First, open a new Excel workbook and create a new sheet for the timeline. Next, decide on the time frame for the timeline and enter it in the first row of the sheet. Then, in the second row, enter the dates or time intervals for the timeline. Next, in the third row, enter the names or events that you want to include in the timeline. After that, highlight the cells in the first, second, and third rows and click on the "Insert" tab. From there, click on the "Charts" option and select "Line" chart. This will create a basic timeline. You can then customize the timeline by adding labels, changing the colors and styles, and adding additional data points. Finally, save the timeline and it is ready to be used. By following these simple steps, you can easily create a timeline in Excel.

## Create a Timeline in Excel (Step-by-Step)

Often you may want to create a timeline in Excel to visualize when specific events will occur.

Fortunately this is fairly easy to do and the following step-by-step example shows how to create the following timeline in Excel:



## Let's jump in!

### Step 1: Enter the Data

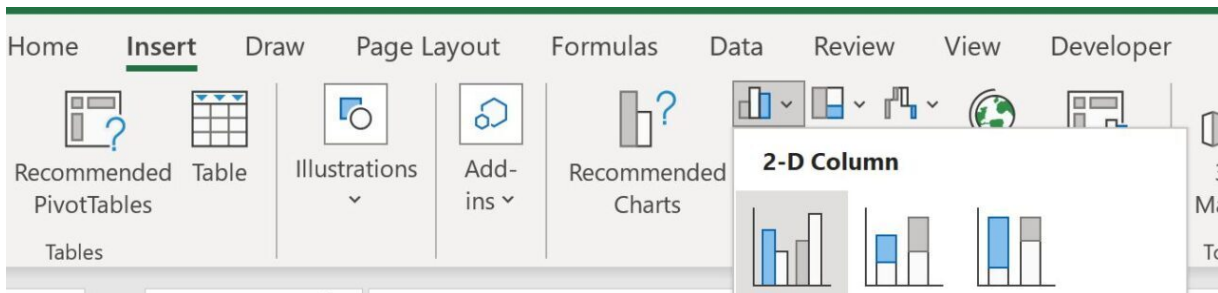
First, we will enter the following data into Excel:

	A	B	C	D	E
1	<b>Unit of Time</b>	<b>Height for Task</b>	<b>Task Name</b>		
2	Week 1	2	Brainstorm		
3	Week 2				
4	Week 3	4	Draft 1		
5	Week 4				
6	Week 5	2	Review		
7	Week 6	-2	Draft 2		
8	Week 7				
9	Week 8	4	Launch		
10	Week 9				
11	Week 10				
12					
13					
14					
15					
16					
17					

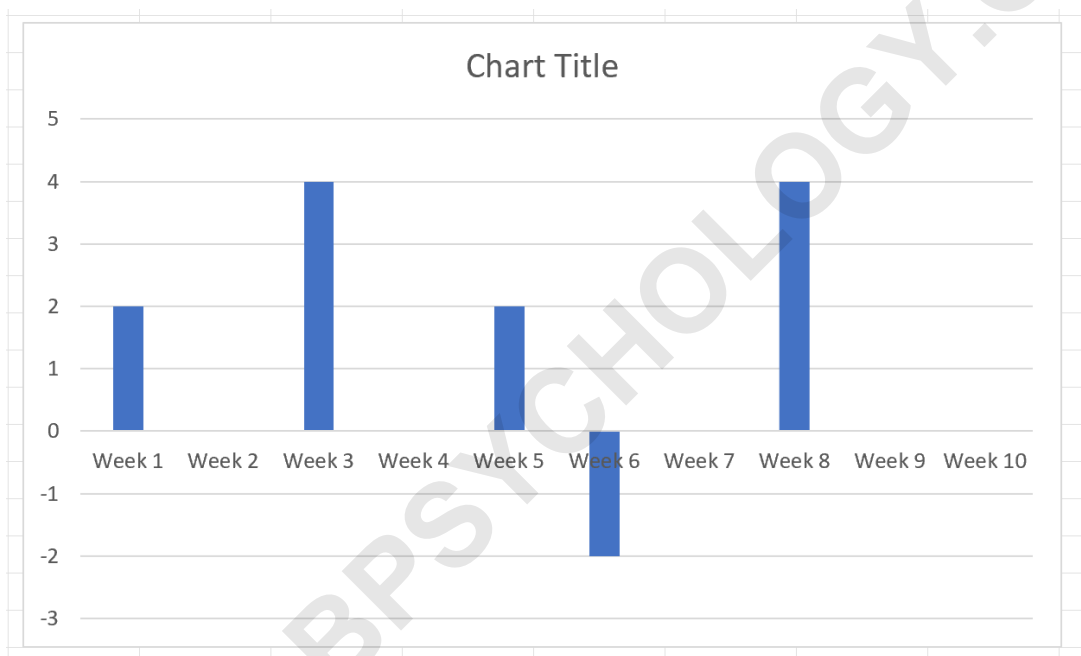
### Step 2: Insert Bar Chart

Next, highlight the cell range A2:B11.

Then click the Insert tab along the top ribbon and then click the icon called Clustered Column:

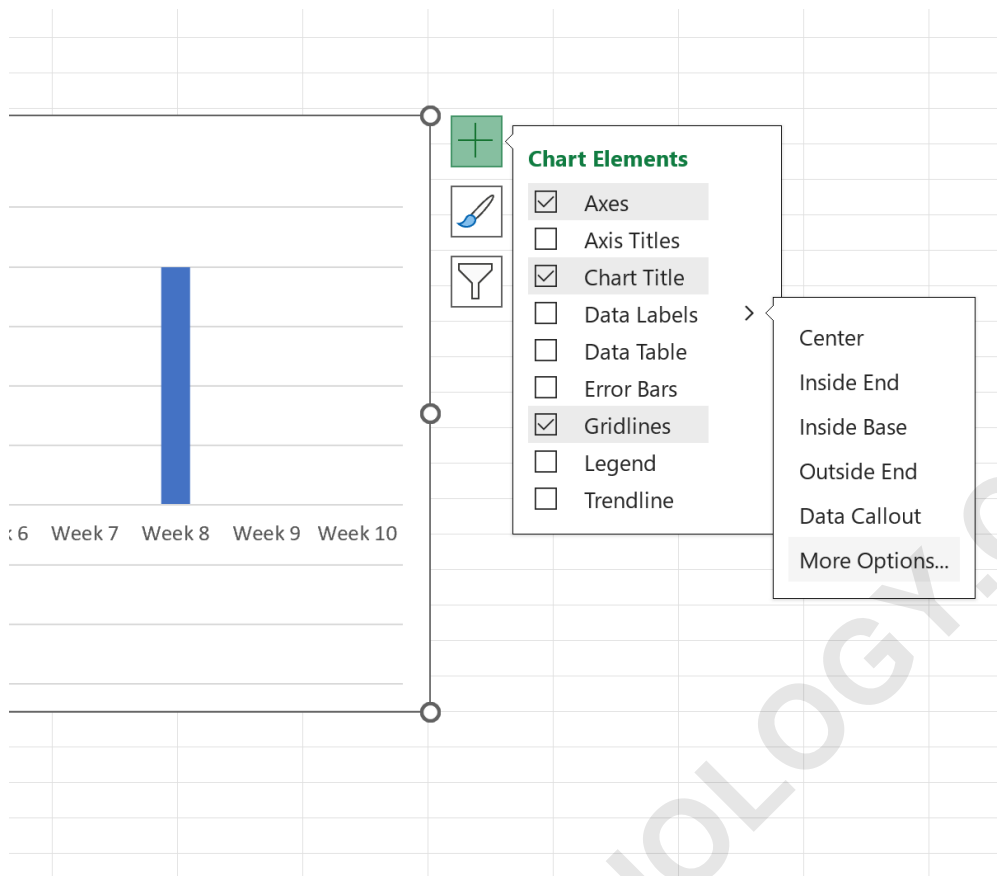


**The following bar chart will be created:**



### Step 3: Add Data Labels

**Next, click the green plus sign in the top right corner of the chart, then click Data Labels, then click More Options:**

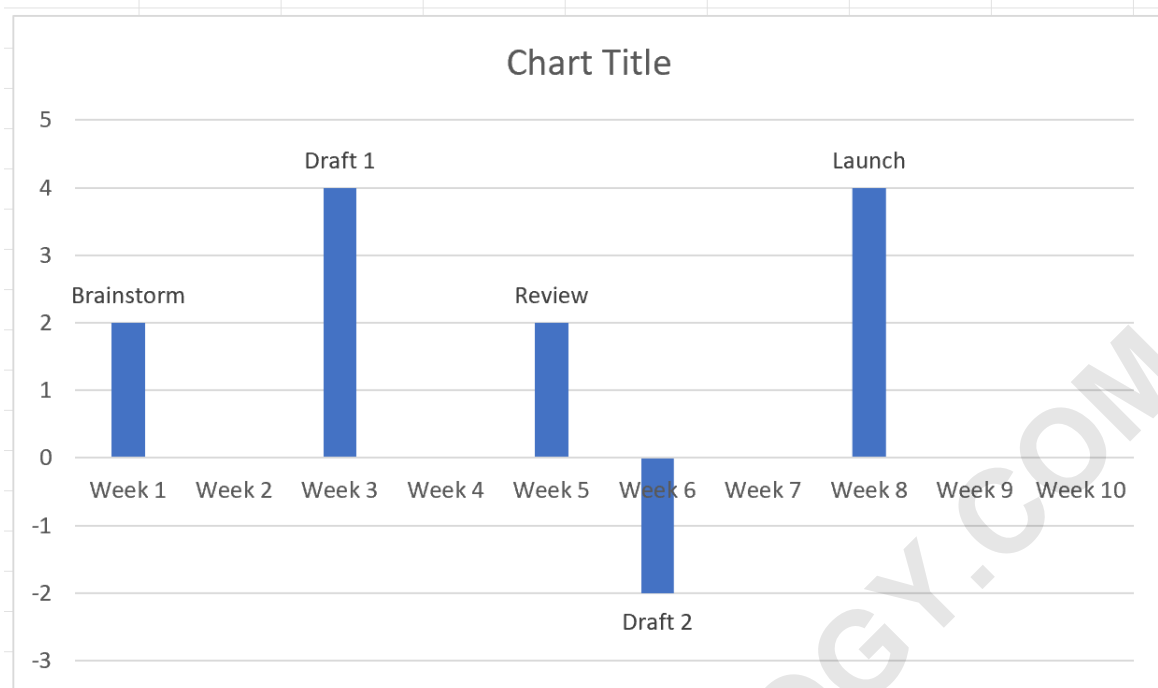


**In the panel that appears on the right side of the screen, uncheck the box next to Values and then check the box next to Value From Cells.**

The screenshot displays an Excel spreadsheet with columns Q, R, and S visible. A 'Format Data Labels' task pane is open on the right side, and a 'Data Label Range' dialog box is open in the foreground. The dialog box contains the text 'Select Data Label Range' and the formula '=Sheet3!\$C\$2:\$C\$11'. The 'Format Data Labels' task pane has a 'Label Options' section with the following settings:

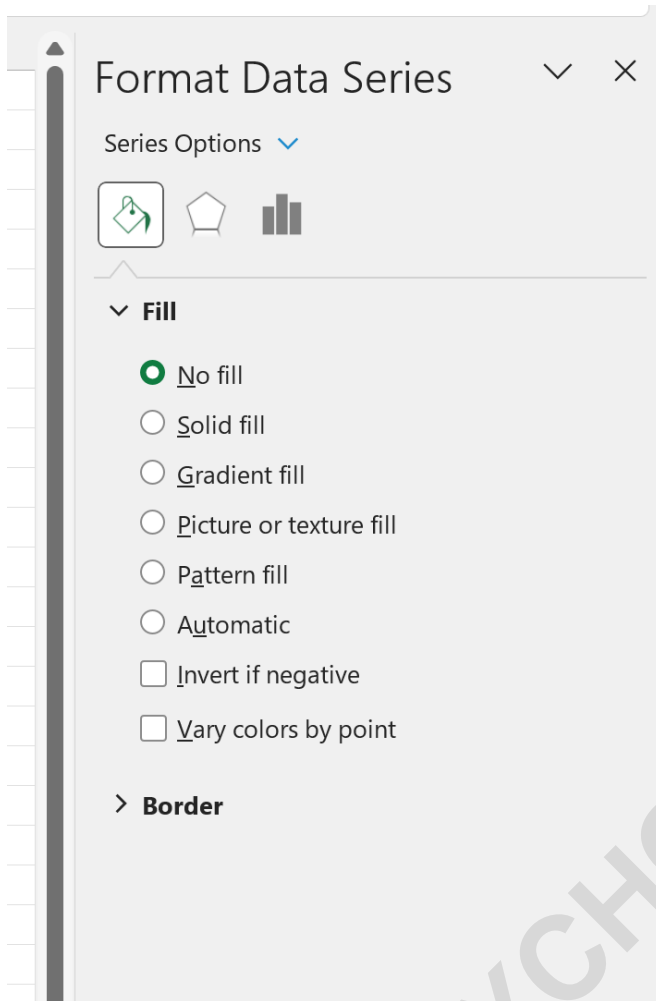
- Label Options**
  - Value From Cells
  - Series Name
  - Category Name
  - Value
  - Show Leader Lines
  - Legend key
- Separator**: ,
- Label Position**
  - Center
  - Inside End
  - Inside Base
  - Outside End
- Number**: >

**The values from the "Task Name" column will be added to the chart:**

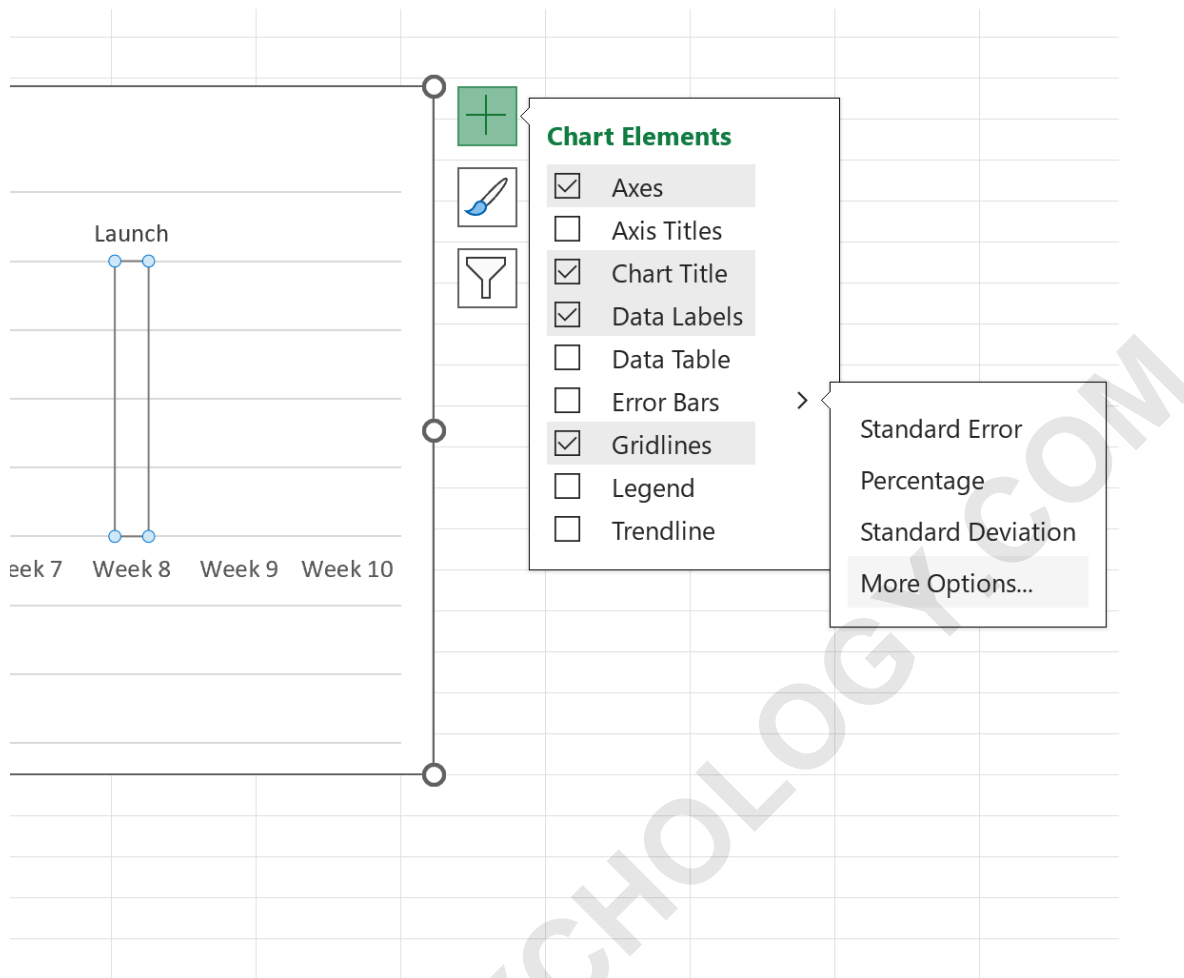


#### Step 4: Modify the Bars

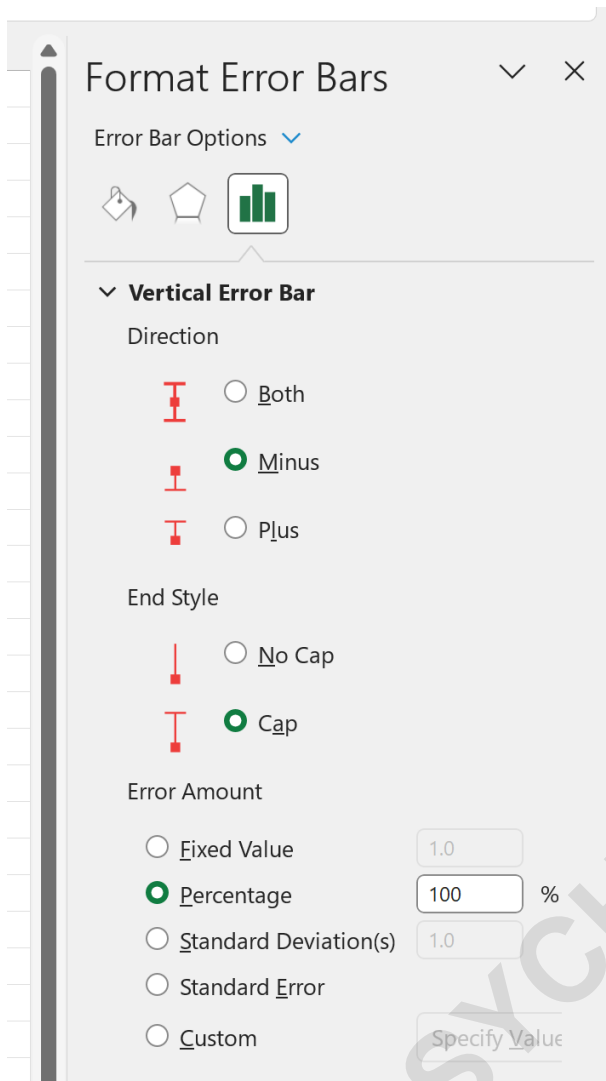
**Next, click any bar on the chart. In the Format Data Series panel on the right side of the screen, choose No fill:**



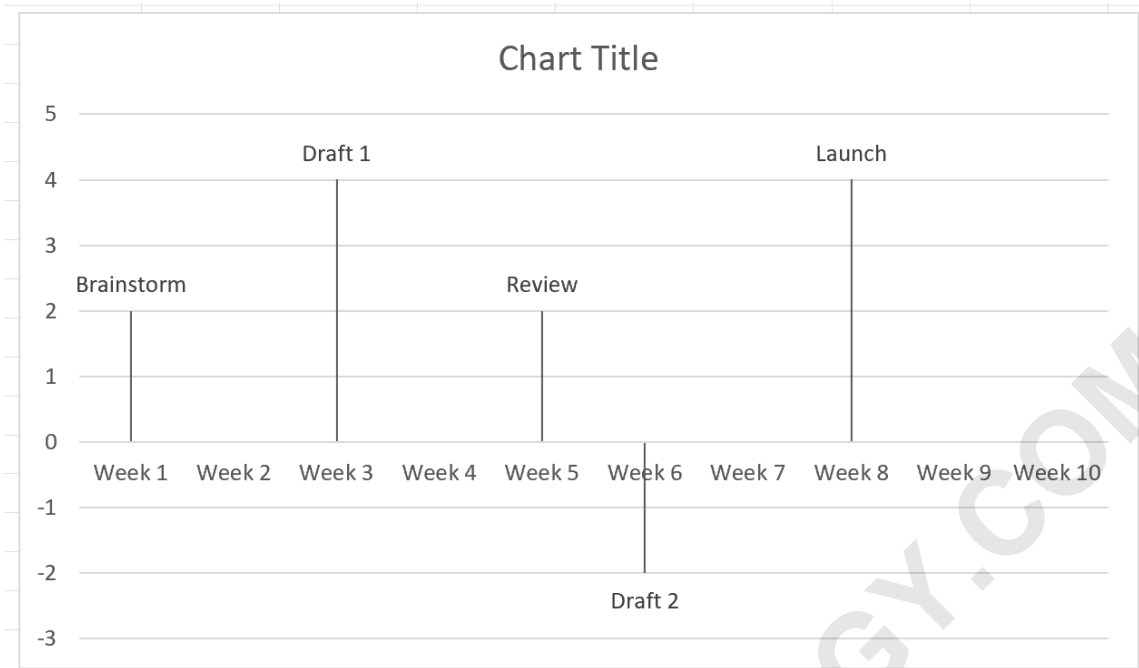
**Then click the tiny plus sign in the top right corner of the chart, then click Error Bars, then click More Options:**



**In the Format Error Bars panel that appears on the right side of the screen, choose Minus as the direction, then click Percentage as the Error Amount and type in 100%:**



The bars in the chart will now appear as lines:



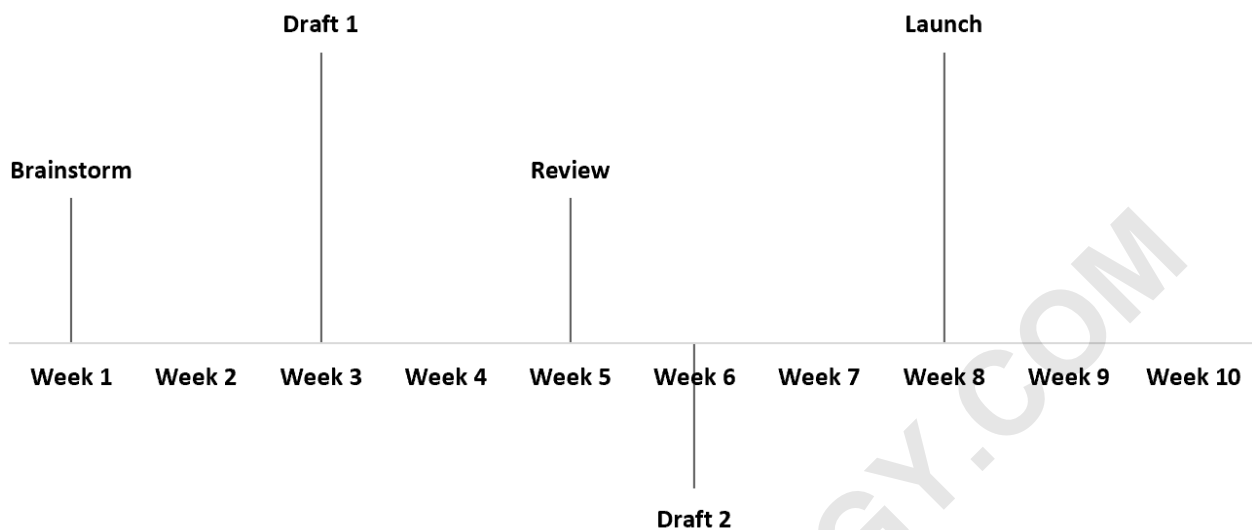
### Step 5: Customize the Chart

Lastly, feel free to customize the chart by making the following changes:

Click the horizontal bars and delete them. Add a chart title. Make the font bold to make the labels easier to read.

The final timeline will look like this:

## Timeline of Events



**Note:** If you don't want any events to be shown below the x-axis, simply make all of the values in the "Height for Task" column in the spreadsheet positive.

The following tutorials explain how to perform other common tasks in Excel: