

Learning Goal: Expertly use formatting tools to create a personal timeline



# Personal Timeline

## Objective:

- Create a personal timeline of 25 events that have occurred in your lifetime to date.
  - You must have entries/events over at least 10 years
    - (so you can't have 25 events that happened between the ages of 10 and 15 - you must have them between, say, the ages of 5 and 15)
- You will have 5 categories of events.
  - Three categories are of your choice (e.g. family, school, travel, pets, music, etc.)
  - Two categories are required. Choose two categories from:
    - Politics
    - World History
    - US History
    - Science
- You have at least 5 entries for each category
- You have at least 5 graphics related to your events

## Do Your Research

- [ThePeopleHistory](#) - very good info
- [Fun4Birthdays](#) has some good info
- [Year By Year](#) has some interesting stuff too.
- This will probably get you started, but you'll need to research your own information too

## What you'll learn:

- How to format cell colors, height, width
- Text wrapping and alignment
- Edit text for spelling and bullet-style grammar
- Adjust margins to fit your timeline on one page

## To Begin:

## Vocabulary

### Worksheet

- The main document that you use in Excel to work with data
- Also called a spreadsheet

### Cell

- Each rectangular box in a row
- You enter your data in a cell

### Cell Reference

- The set of co-ordinates that a cell occupies on a worksheet. E.g. the intersection of column B and row 3 is B3.

## RUBRIC:

- ✓ 25 events
- ✓ At least 10 years have entries
- ✓ At least 5 categories are used
- ✓ At least 2 required categories are used
- ✓ At least 5 entries for each category
- ✓ At least 5 graphics of your events
- ✓ Color year and category titles
- ✓ Apply an outline around your cells
- ✓ Adjust margins to fit on one page

- ✓ Open a new spreadsheet in Excel.
- ✓ Type your 5 categories in Column A
- ✓ Type your first 5 years in a row
- ✓ Highlight your cells, right click>Format Cells > Alignment > Wrap - this way your cells will expand to accommodate the text in one cell
- ✓ Research your events, and type the events in the correct category and year - use bullet points, not long phrases.

<b>My Personal Timeline</b>						
	1994	1995	1996	1997	1998	1999
<b>Family</b>	I was Born!	Move to Los Gatos		James is born		
<b>Entertainment</b>	Kurt Cobain commits suicide	Skater Nancy Kerrigan attacked			"Titanic" grosses \$580 million	
<b>US History</b>					President Clinton impeached	JFK Jr dies in air crash
<b>World History</b>		Nerve gas attack in Tokyo subway	Chechens capture 2,000 Russians			Nelson Mandela steps down
<b>Science</b>				US spacecraft explores Mars	Athena probe finds frozen water on moon	

- ✓ Repeat this for your second table of 5 years
- ✓ Add a border around your cells:
  - Highlight cell, right click>Format Cells>Border - click type/color and Outline
- ✓ Add color to your year and category title cells:
  - Highlight cell, right click>Format Cells > Fill - and choose your colors
- ✓ Adjust your margins to make sure that it all fits on one page: Page Layout > Margins and choose the one that has the smallest margins