**Make a Timeline Using Microsoft Word**

1. Open Microsoft Word.
2. Select Insert and then Shapes. Select the pentagram shape under Block Arrows. Next add the shape titled Chevron. Add it next to the first shape. Make sure the two shapes are the same size. Then copy paste three more chevrons (Ctrl + C, Ctrl + V)



1. To align the shapes:
	1. Select all the elements by holding down the Shift key while highlighting the shapes.
	2. Under Page Layout, select Align and scroll down to Distribute Horizontally
2. Enter the years of your timeline on top of each shape.



1. Highlight the first shape. The Drawing Tools Menu appears at the top. Select it.
2. Format the number to a larger size and a font of your choice. You can bold it as well.
3. To format all the other shapes in the same way, highlight the first shape. On the Home tab, select Format Painter, double click, then click on each of the other chevron shapes.



1. To add events:
	1. Add text boxes beneath each shape. You can find the text box in Insert, Shapes.
	2. Copy, Paste text boxes beneath each year. Align the boxes horizontally.



1. To add pictures:
	1. Select Insert, Online Pictures.
	2. Type in the name of what you want. These pictures have been gathered under Creative Commons giving you the legal right to use them.
	3. Size the picture by selecting the picture and grab the lower corner dot on the picture and drag diagonally to the size you want.
2. Name your timeline.