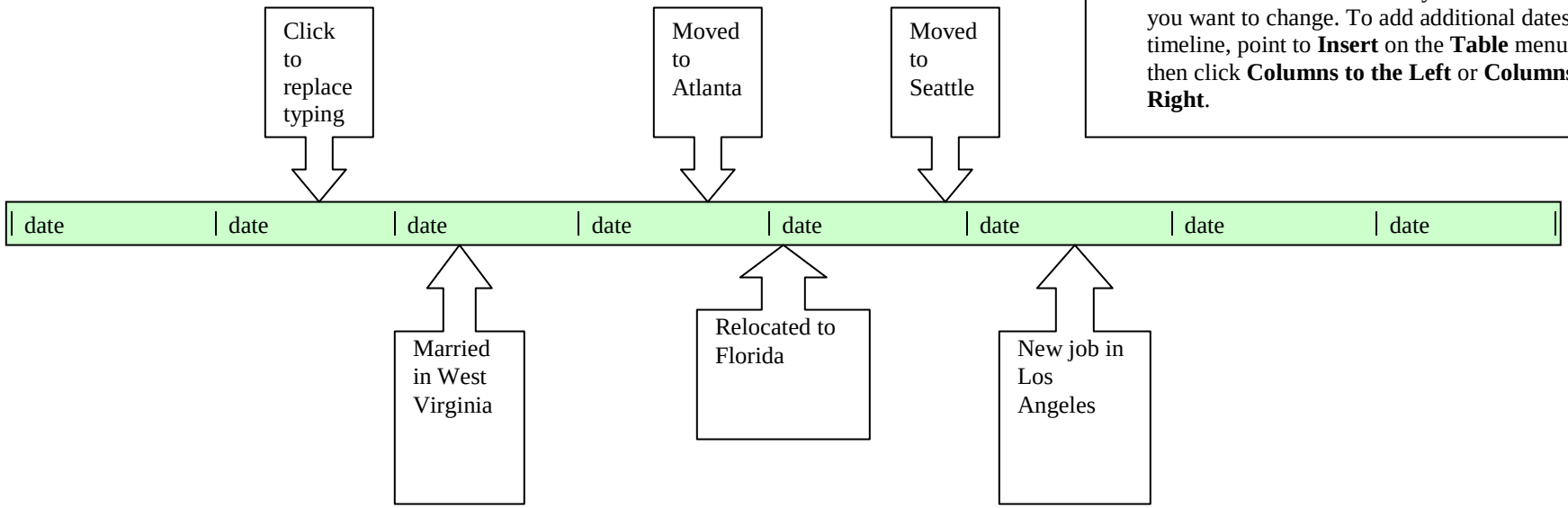
Name_____Period_____Date_____

Timeline Instructions

- To delete these instructions, click the text box and press the DELETE key.
- To replace text in a timeline event, click the arrow text object, select the existing text, and begin typing.
- To move a timeline event, drag the arrow text object to the location you want.
- To create additional timeline events, copy and paste the arrow text object you want, and then drag the object to the location you want.
- To replace dates on the timeline, click the timeline text box and use the TAB key to select the dates you want to change. To add additional dates on the timeline, point to **Insert** on the **Table** menu, and then click **Columns to the Left** or **Columns to the Right**.

My Personal Timeline



Template: Microsoft 2007

Copyright © Texas Education Agency, 2013. All rights reserved.