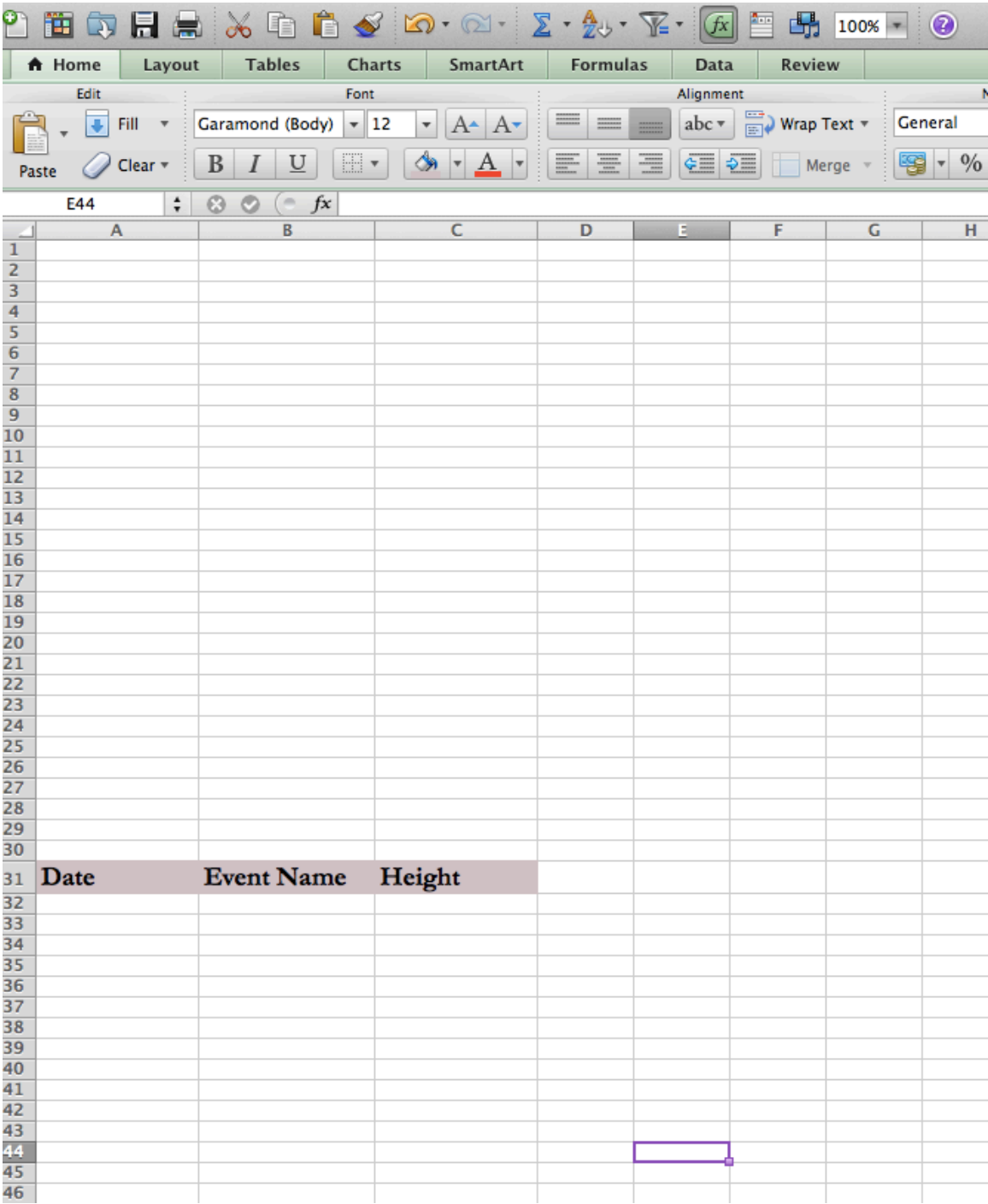


1. Setting up & data entry

Begin by typing ‘date’, ‘event name’, and ‘height’ in row 31, columns A-D. We selected 31 simply to leave some room at the top of the document, as that is where your timeline will appear. *You can color & add borders to these cells to differentiate them.



1A. Date Column

The 'date' column will be used to enter specific deadlines for each task/event.

19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31	Date	Event Name	Height	
32	3/19/14	Application for scholarship		
33	TBA	Abstract for conference		
34	Fall 2014	Application for grad school		
35				
36				
37				
38	Note, you do not have to enter a specific date for a given event/task if it is not available. You can still place events/tasks that are upcoming and simply enter either TBA or the anticipated timeframe.			
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				

1B. Event Name Column

The event name column will be used to identify the specific tasks and/or events. We would suggest that you include information along the following categories:

- Conferences, which can include deadlines for abstracts and/or date of the conference.
- Research (e.g., deadlines for IRB, timeframe for subject recruitment, data collection etc.)
- Scholarships
- Graduate Programs

1C. Height

The height column will be used to space out data points such that event names will not collide with one another when they appear on the timeline. The number placed in this column will depict the height of data point and the plus or minus denotes whether the data point falls below the horizontal axis line or above the horizontal axis line.

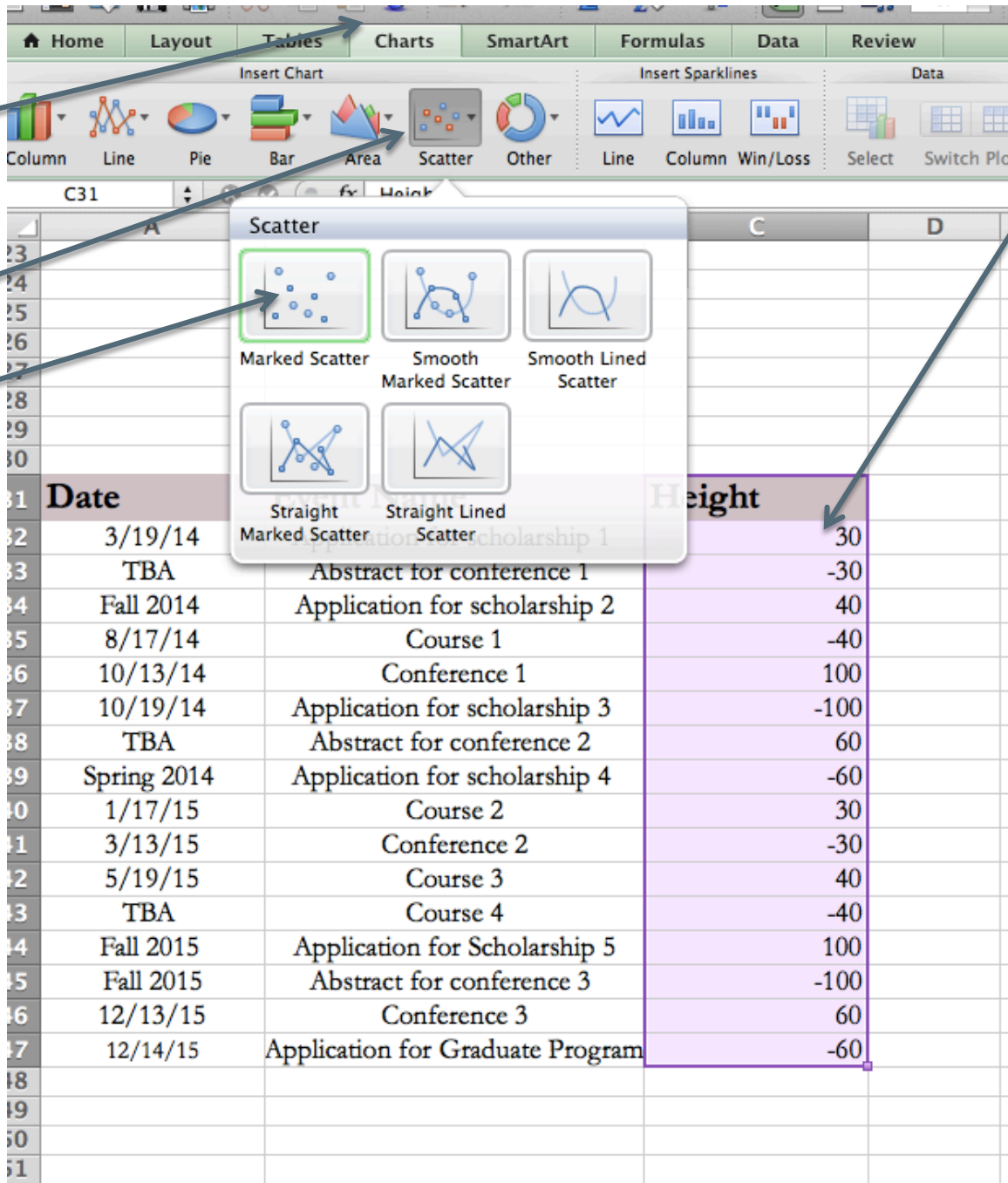
26			
27			
28			
29			
30			
31	Date	Event Name	Height
32	3/19/14	Application for scholarship	30
33	TBA	Abstract for conference	-30
34	Fall 2014	Application for grad school	40
35			
36			
37			
38	<div>Note, the positive numbers and negative numbers rotate. This helps to make adequate space to input event or task names.</div>		
39			
40			
41			
42			
43			
44			
45			

2. Creating Timeline

This timeline can be used to keep track of important deadlines for events or tasks throughout the time span of your graduate career. Begin by setting up the format of the timeline this can be done by creating a scatter plot.

Step 1:

Highlight all data under the height column.



Step 3:
Click Scatter

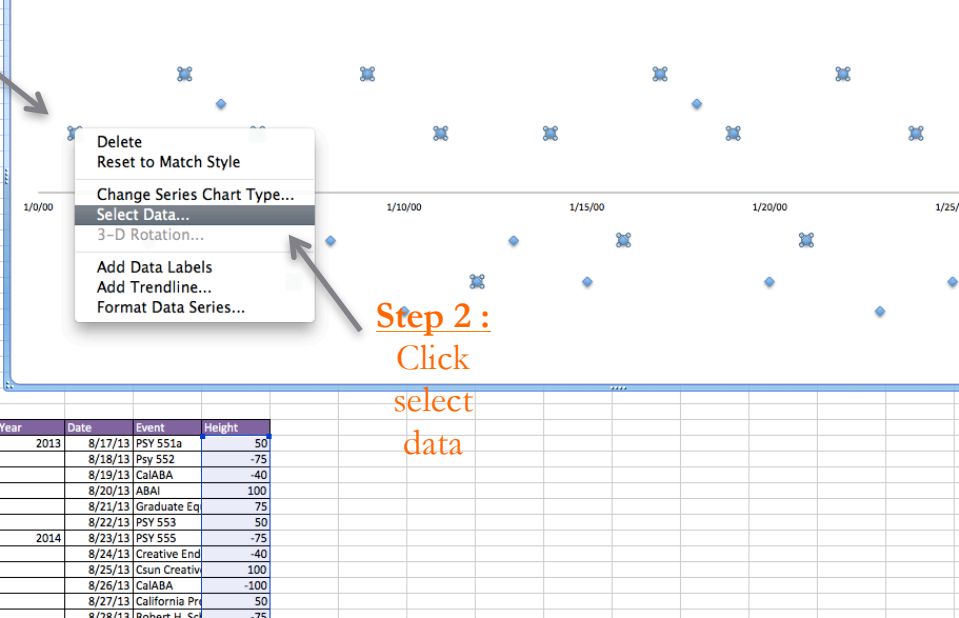
Step 4:
Click
Marked
Scatter

2A. Inserting date

Step 1 :

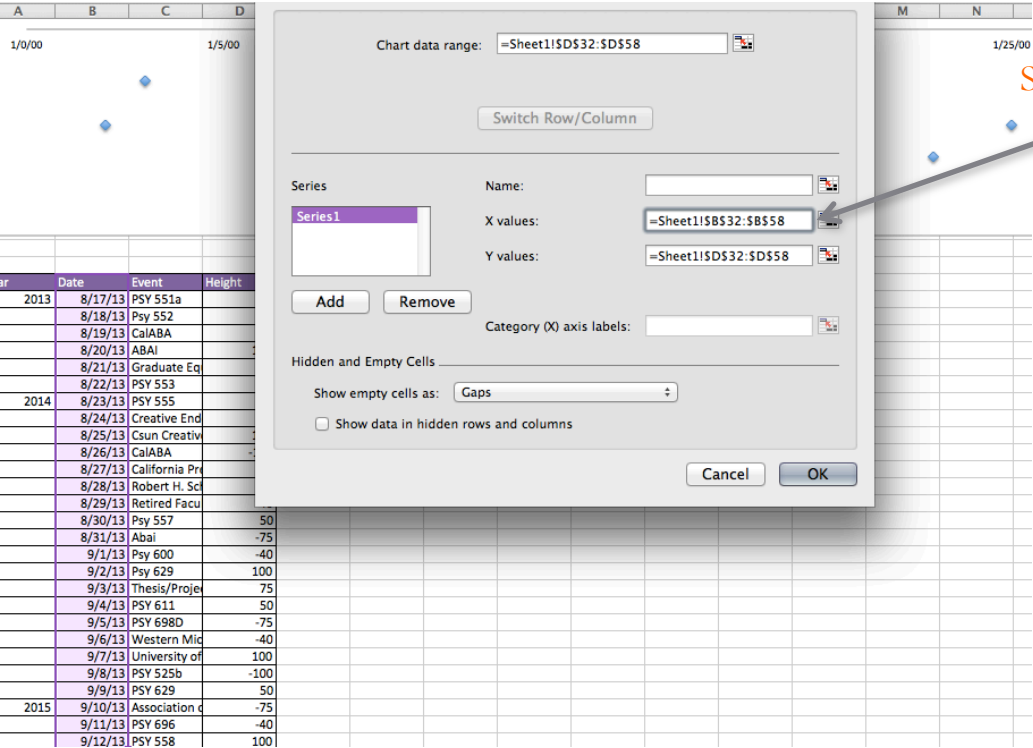
Right click on data points

This is used to keep track of important deadlines on the timeline.



Step 2 :

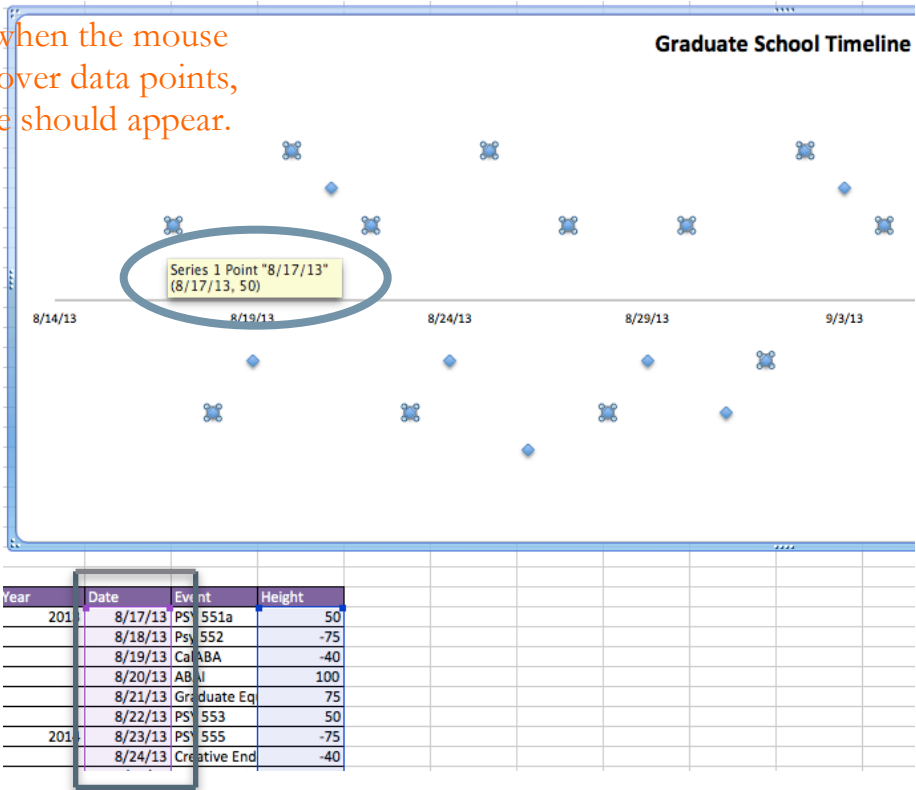
Click select data



Step 3 :

Select data from the "date" column

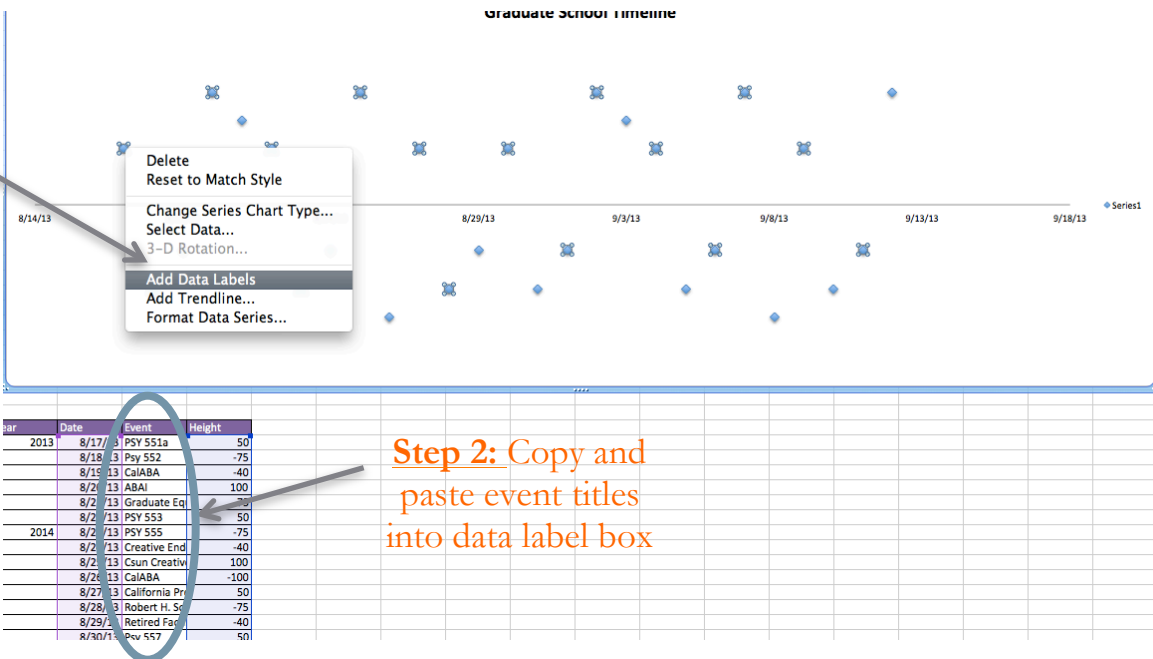
Now, when the mouse hovers over data points, the date should appear.



2B. Adding data labels

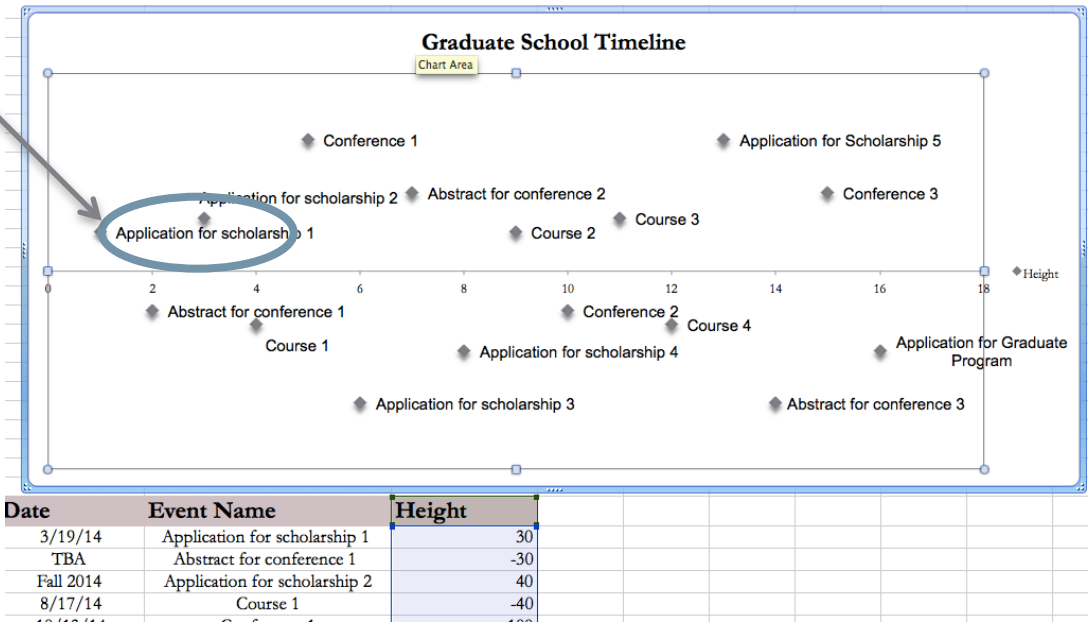
This will place the events and tasks in the order that they will be due. It is important to make sure that these labels match the deadlines that were previously inserted.

Step 1:
Right Click and Select Add Data Labels



Step 2: Copy and paste event titles into data label box

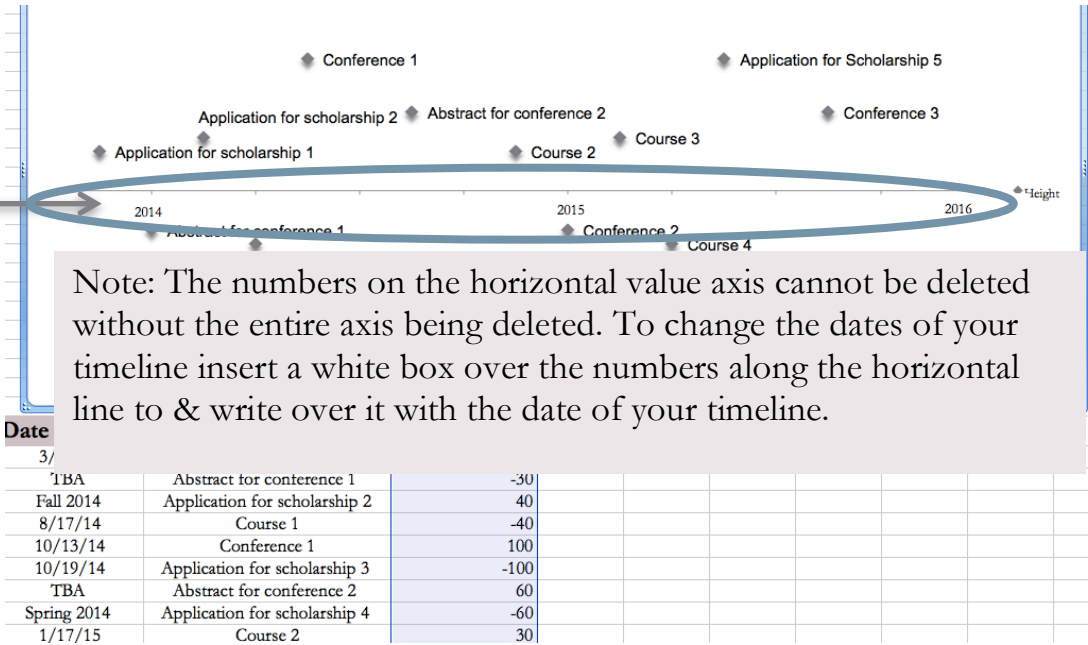
This is where event titles will be copied and pasted



2C. Setting up Horizontal Value Axis

For making a timeline that spans across years or months this will be helpful.

Horizontal value axis



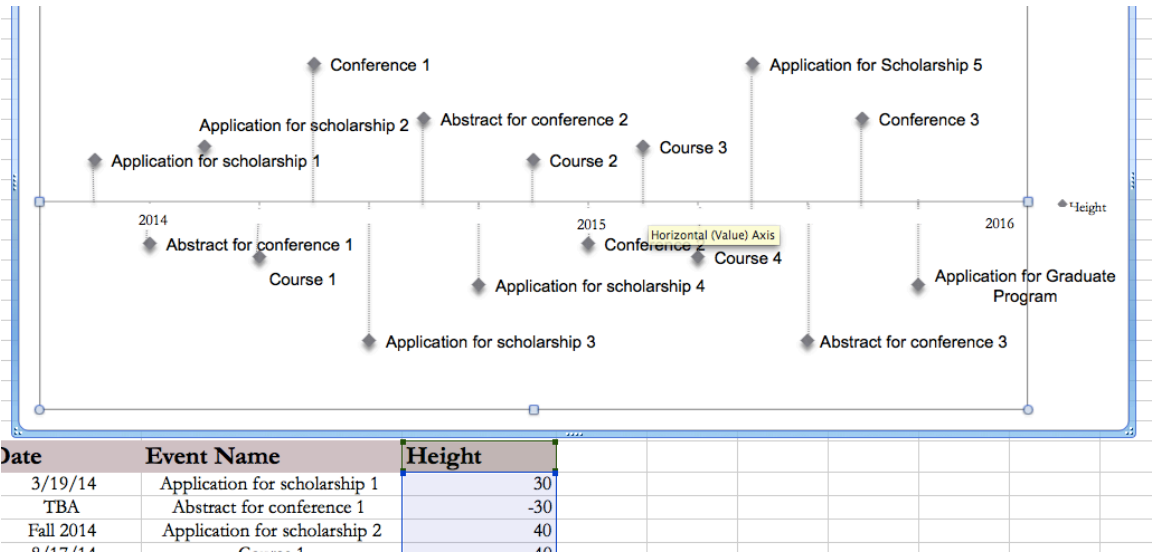
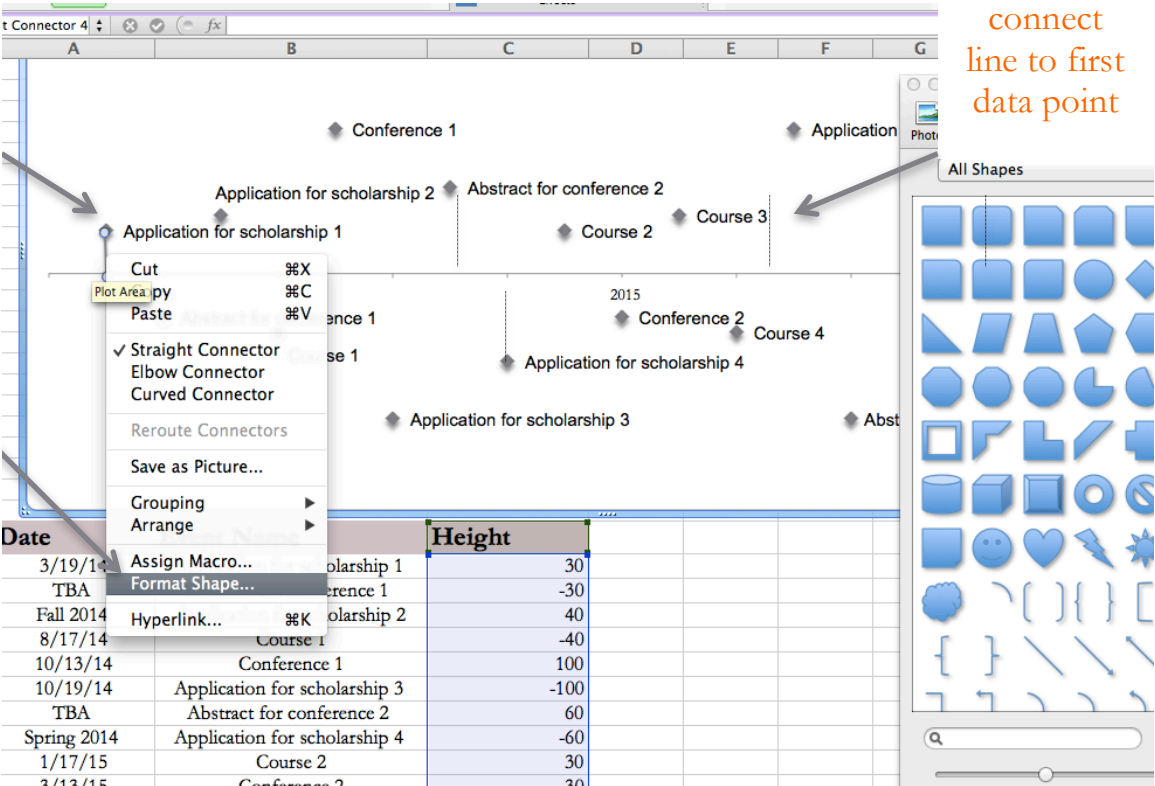
Note: The numbers on the horizontal value axis cannot be deleted without the entire axis being deleted. To change the dates of your timeline insert a white box over the numbers along the horizontal line to & write over it with the date of your timeline.

2D. Connecting lines form horizontal value axis to data points.

Step 3:
Once line is formatted copy and paste for other data points.

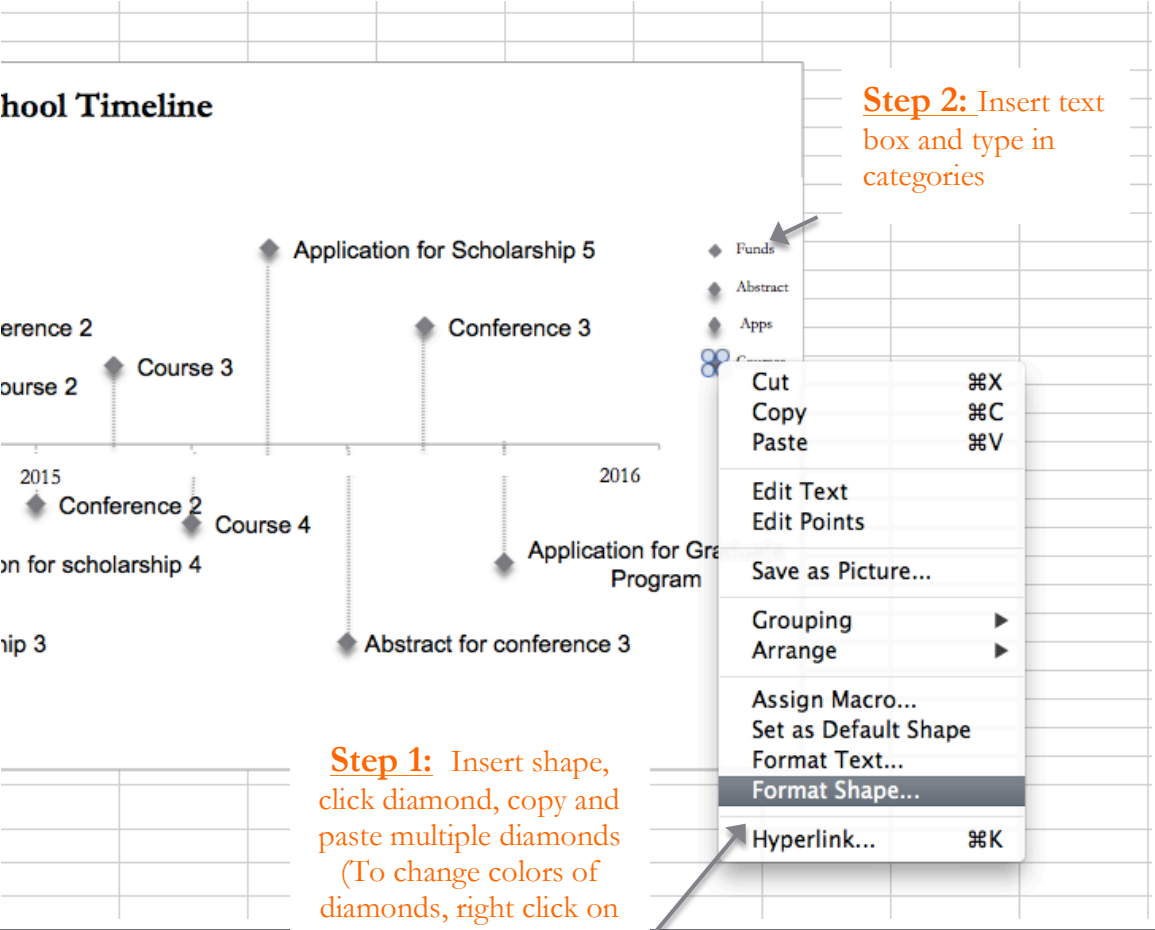
Step 2:
Right click on line and click format shape. (You can change color and weight this way).

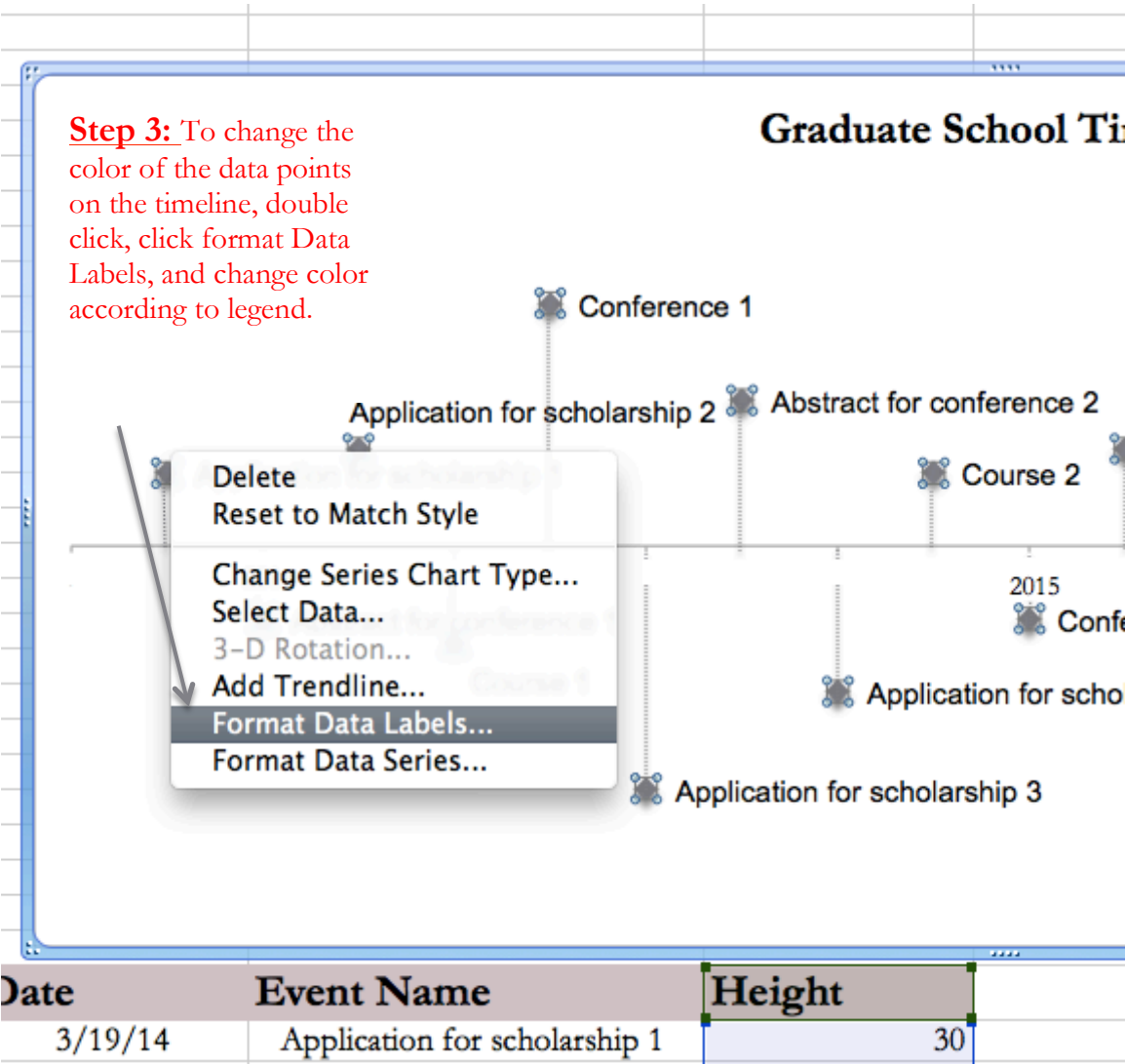
Step 1:
Insert shape and connect line to first data point

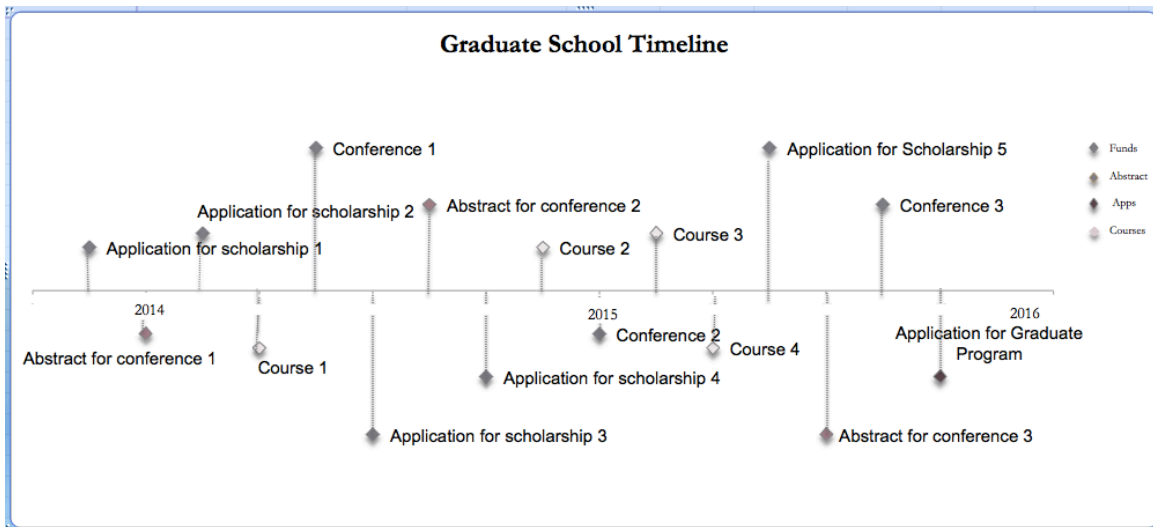


2E. Creating a legend and changing data point colors

To differentiate between the different types of tasks and events that have been placed on your timeline.







This is an example of what the timeline will look like upon completion.