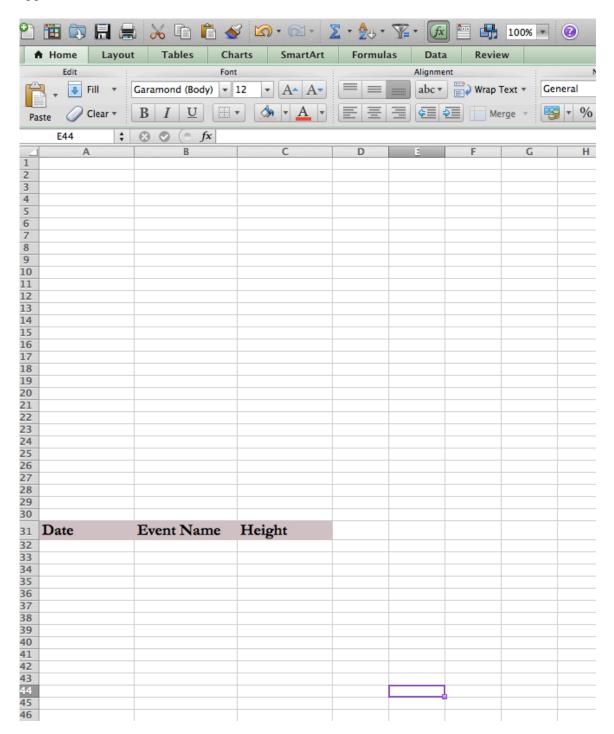
#### 1. Setting up & data entry

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.

20   21     21   22     23   23     24   25     26   27     27   28     29   29										
22   23   24   25   26   27   28										
23 24 25 26 27 28										
24 25 26 27 28										
25 26 27 28										
26 27 28										
27 28										
28										
20										
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/1	task									
if it is not available. You can still place events /tasks that are	I O									
	*									
upcoming and simply enter either TBA or the anticipated timefra	upcoming and simply enter either TBA or the anticipated timeframe.									
42 43										
43										
44										
46										
40 47										
48										
10										

#### 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	<b>NT</b> 1	1 1 . 1	/111 1 1
38	· •	ve numbers and negative numbe	÷
39	to make adequa	te space to input event or task na	ames.
10			
11			
12			
13			
14			
15			

<u>Step 1:</u>

### 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.

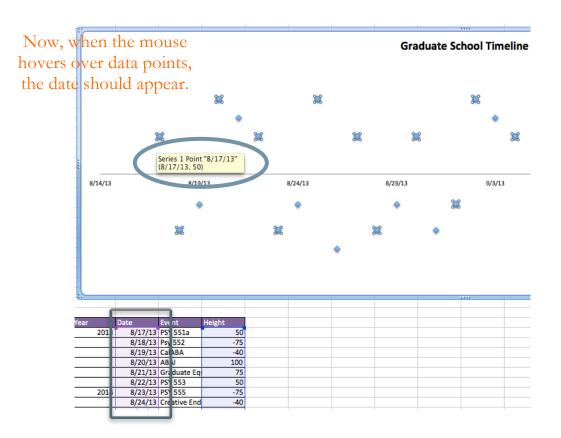
				Highlight all
			× • <u> </u>	data under
•	Home Layout		mulas Data Review	the height
3		Insert Chart Ir	nsert Sparklines	Data column.
	F 🞊 🕗	- 📥 🖄 🗠 💭 🛛 🗠	ilin "in" 庄	
Colu	mn Line Pie	Bar Area Scatter Other Line	Column Win/Loss Select	Switch Plo
	C31 🛟	D ( fr Hoigh	_	/
	A	Scatter	C	D
Step 3 : 3				
Click Scatter 5				
26		Marked Scatter Smooth Smooth Lined	·	
Step 4 : 18		Marked Scatter Scatter		
Click 29		12 P h		
Marked <sup>10</sup>		10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Scatter 31	Date	Straight Straight Lined	Height	
32	3/19/14	Marked Scatter tion Scatter cholarship 1	30	
33	TBA	Abstract for conference 1	-30	
84	Fall 2014	Application for scholarship 2	40	
35	8/17/14	Course 1	-40	
36	10/13/14	Conference 1	100	
37	10/19/14	Application for scholarship 3	-100	
38 39	TBA	Abstract for conference 2	60	
39	Spring 2014	Application for scholarship 4	-60	
10	1/17/15	Course 2	30	
1	3/13/15	Conference 2	-30	
1  2  3	5/19/15	Course 3	40	
13	TBA	Course 4	-40	
14	Fall 2015	Application for Scholarship 5	100	
15	Fall 2015	Abstract for conference 3	-100	
16	12/13/15	Conference 3	60	
16 17 18	12/14/15	Application for Graduate Program	-60	
18				
19				
0 51				

#### 2A. Inserting date

Step 1: Right click on data points

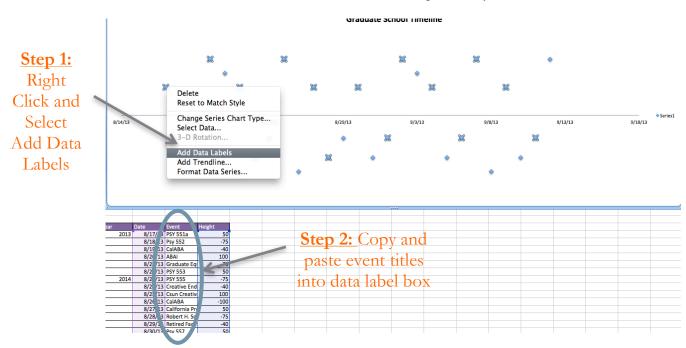
		x of important deadlines on the timeline. Graduate School Timeline						
	346	312	30		<b>31</b>			
7	۵			٠				
	Delete Reset to Match Style	3.8	**	**	38			
1/0/00	Change Series Chart Type Select Data	1/10/00	1/15/00	1/20/00	1/25/			
	3-D Rotation		<u>م</u>	<b>3</b>				
	Add Data Labels Add Trendline Format Data Series	<u>Step 2 :</u>	٠	٠	•			
		Click						
		Click						
ar 2013	Date Event Height 8/17/13 PSY 551a 50 8/18/13 Psy 552 -75 8/19/13 CalABA -40 8/20/13 ABAI 100	Click select data						
	8/17/13     PSY 551a     50       8/18/13     PSy 552     -75       8/19/13     CaIABA     -40       8/20/13     ABAI     100       8/21/13     Graduate Eq     75	Click select						
	8/17/13     Psy 551a     50       8/18/13     Psy 552     -75       8/19/13     CalABA     -40       8/20/13     ABAI     100       8/12/13     Graduate Eq     75       8/22/13     Psy 553     50       8/22/13     Psy 555     -75       8/24/13     Pry 555     -75	Click select						
2013	8/17/13     Psy 551a     50       8/18/13     Psy 552     -75       8/19/13     CalABA     -40       8/20/13     ABAI     100       8/12/13     Graduate Eq     75       8/22/13     Psy 553     50       8/22/13     Psy 555     -75       8/24/13     Pry 555     -75	Click select						

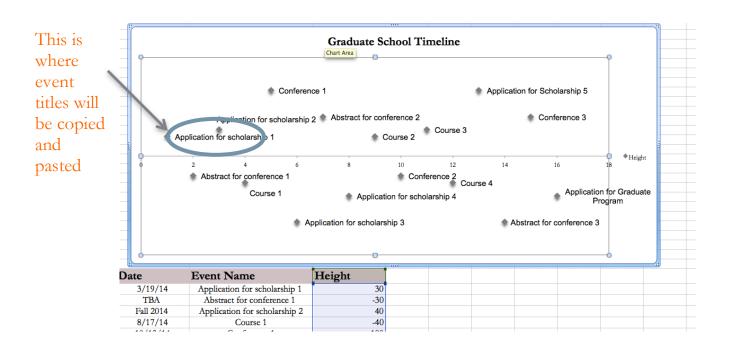
A	В	С	D							M	1		
1/0/00			1/5/00		Chart data ra	inge: =Sheet1!\$	D\$32:\$D\$58	<b>1</b>			1/25/00	<u>Step 3 :</u>	
		•									Sel	ect data from t	he
	٠					Switch Roy	w/Column				•	"date" column	
				Series		Name:			×.	-			
				Series1		X values:		=Sheet1!\$B\$32:\$B\$58					
						Y values:		=Sheet1!\$D\$32:\$D\$58	<b>1</b>				
			Height			_							
2013		PSY 551a	_	Add	Remove					-			
	8/18/13 8/19/13		_			Category (X)	axis labels:		×.				
	8/20/13		-										
		Graduate Eq		Hidden and E	mpty Cells								
	8/22/13			Channa	oty cells as:	Gaps		\$					
2014	8/23/13			Show emp	oty cells as:	Gaps		•					
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	8/30/13		50										
	8/31/13		-75										
	9/1/13	Psy 600	-40										
		Psy 629	100										
		Thesis/Proje	75										
		PSY 611	50										
		PSY 698D	-75										
		Western Mic	-40										
		University of	100 -100										
		PSY 525b PSY 629	-100										
2015		Association of	-75										
2015	9/11/13		-40										
	9/12/13		100										



#### 2B. Adding data labels

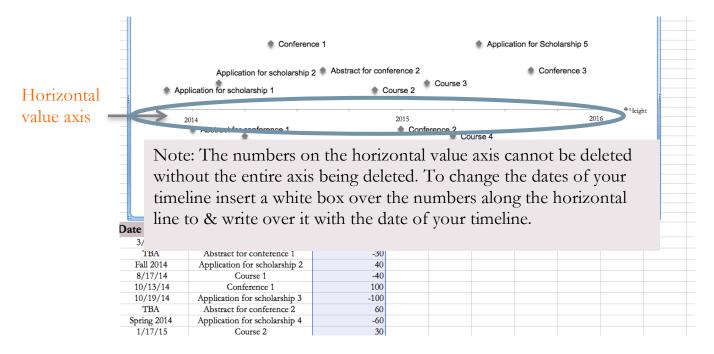
This will place the events and tasks in the order that they will be due. It is important to make sure that these labels match the deadlines that were previously inserted.



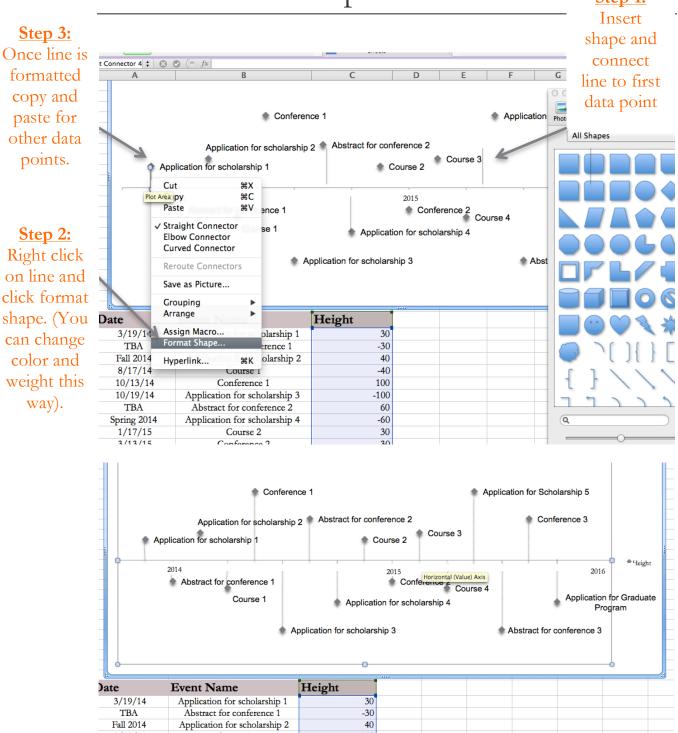


#### 2C. Setting up Horizontal Value Axis

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



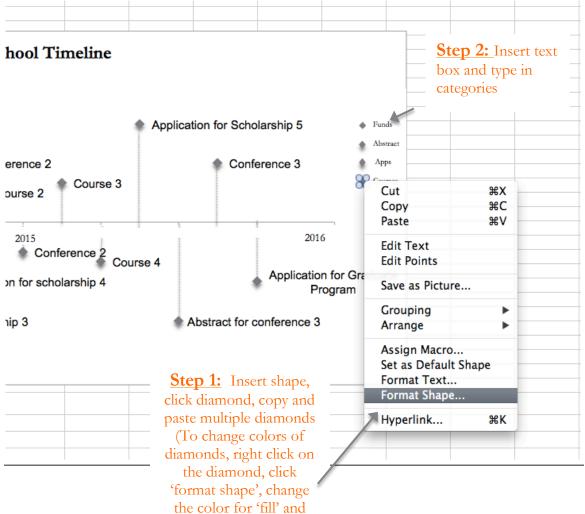
# 2D. Connecting lines form horizontal value axis to data points. <u>Step 1:</u>



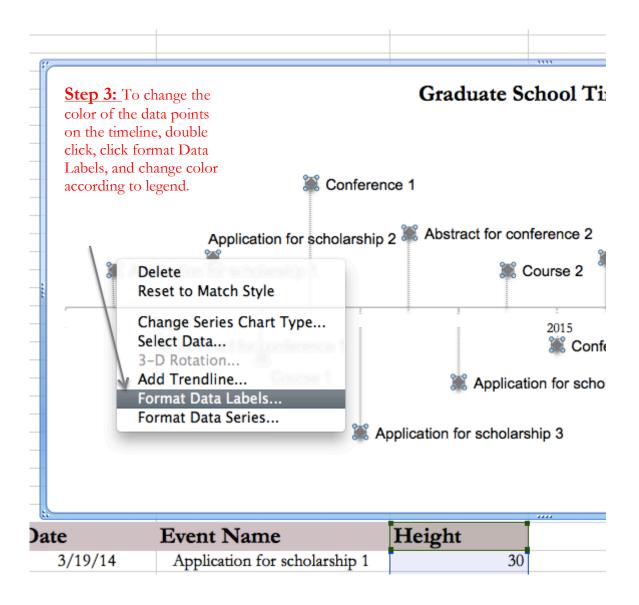
C. Hansard

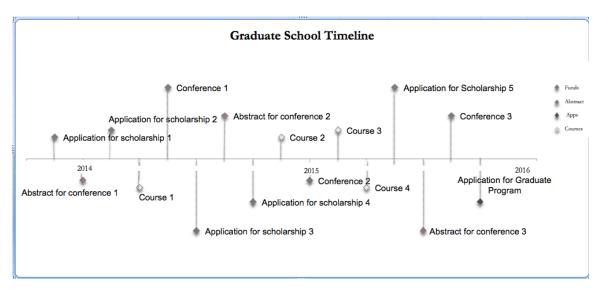
# 2E. Creating a legend and changing data point colors

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



'line').





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