

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A1

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Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to create a project timeline template for Excel. Let's get started.

Clipboard: Undo, Paste, Copy, Paste as Pictures, Paste as Text Only, Paste as Text with Formatting

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

A1

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To start, click on File.

Good morning



Home

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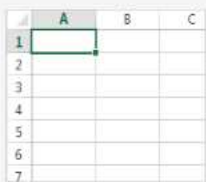
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Blank workbook



Milestone and task project t...



Home inventory



Teachers to do list



Welcome to Excel



Drop-down tutorial



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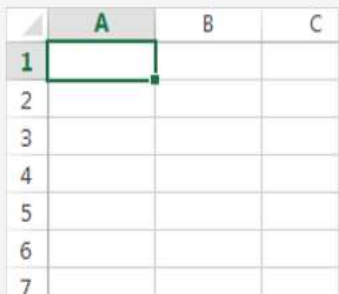
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On the right side of the home screen, click on more templates.

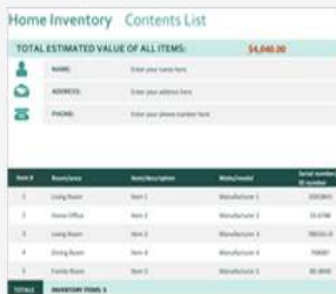
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Blank workbook



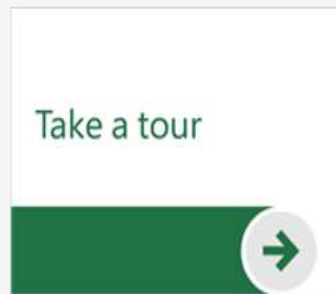
Milestone and task projec...



Home inventory



Teachers to do list

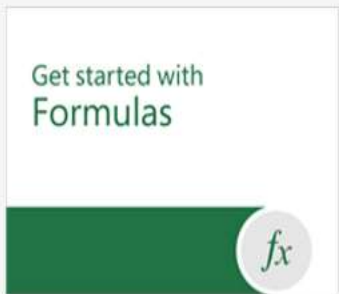


Welcome to Excel

Project Timeline



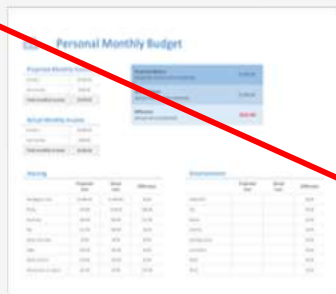
Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars Start searching



Formula tutorial



PivotTable tutorial



Personal monthly budget



Premium weekly chore sc...



Any year custom calendar



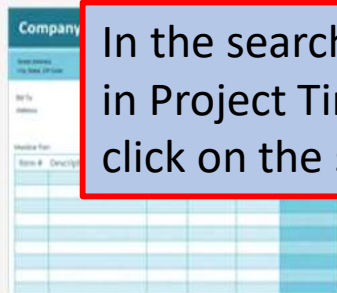
Academic calendar



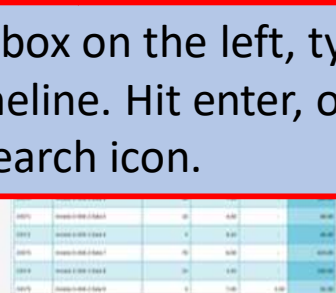
Loan amortization schedule



Weekly schedule planner



Simple invoice



Sales invoice tracker

In the search box on the left, type in Project Timeline. Hit enter, or click on the search icon.



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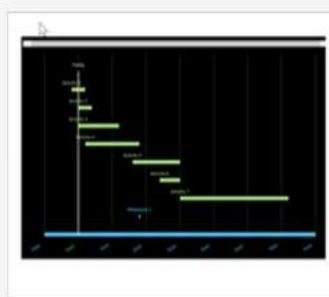
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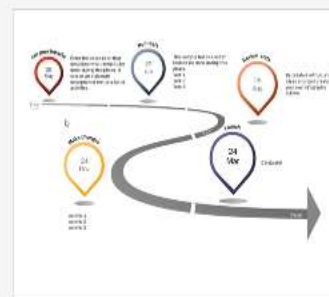
Project timeline

NO	Start	End	Task
1	20/02/2018	22/02/18	Activity 1
2	19/2/18	22/2/18	Activity 2
3	19/2/18	22/2/18	Activity 3
4	19/2/18	22/2/18	Activity 4
5	19/2/2018	22/2/18	Activity 5
6	19/2/2018	22/2/18	Activity 6
7	19/2/2018	22/2/18	Activity 7
8	19/2/2018	22/2/18	Activity 8
9	19/2/2018	22/2/18	Activity 9
10	19/2/2018	22/2/18	Activity 10

Milestone and project sta...



Date tracker Gantt chart



Milestone infographic tim...



Date tracking Gantt chart



Detailed project timeline



Four-week project timeline



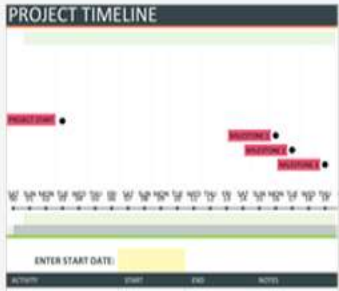
Milestone and task projec...

Excel will load several templates for project timelines.

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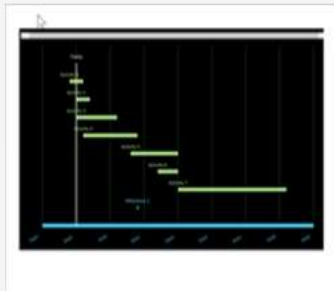
← Back Project Timeline



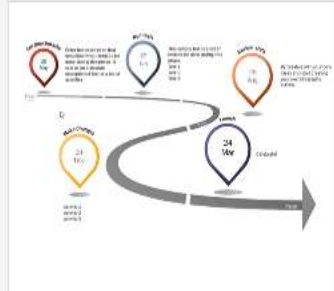
Project timeline

Task	Start	End	Task
1	10/2/2018	10/2/2018	Activity 1
2	10/2/2018	10/2/2018	Activity 2
3	10/2/2018	10/2/2018	Activity 3
4	10/2/2018	10/2/2018	Activity 4
5	10/2/2018	10/2/2018	Activity 5
6	10/2/2018	10/2/2018	Activity 6
7	10/2/2018	10/2/2018	Activity 7
8	10/2/2018	10/2/2018	Activity 8
9	10/2/2018	10/2/2018	Activity 9
10	10/2/2018	10/2/2018	Activity 10

Milestone and project sta...



Date tracker Gantt chart



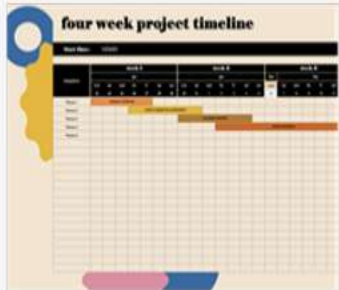
Milestone infographic tim...



Date tracking Gantt chart



Detailed project timel



Four week project timeline



Milestone and task projec...

Let's click on one.



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Project Timeline




←
×



Detailed project timeline

Provided by: [Microsoft Corporation](#)

This accessible timeline helps create a visual roadmap of your project. Simply enter key milestones into the Project Details table and watch your project take shape in the timeline above.



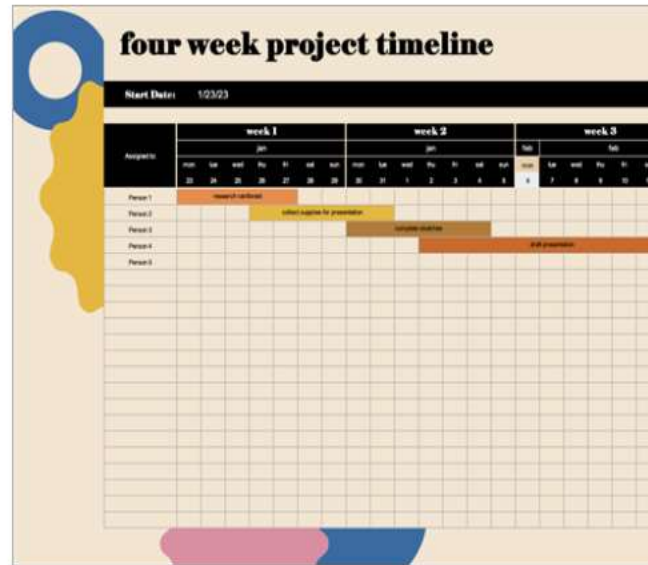
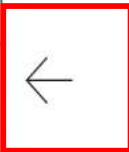
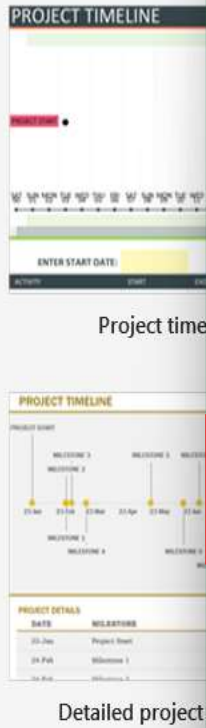
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In the window that opens, Excel tells you about this project timeline template and what it is best used for.

New

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Project Timeline 



Four-week project timeline

Provided by: [Microsoft Corporation](#)

Track project deadlines and status with this accessible project timeline template. Just enter the project start date, type team members' names, and add their assignments to the project calendar. Organize your project timeline and milestones with this customizable four-week project timeline template. Update status throughout the project.

Download size: 133 KB



You can use the left and right arrows, to scroll through the different project timeline templates.

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project timeline



←
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Project timeline

Project details

DATE	MILESTONE	POSITION 1	POSITION 2	POSITION 3	NOTE
20-Mar	Project Start	10	8	20	
24-Mar	Open contract	10	8	18	
28-Mar	Contract signed	10	8	15	
1-Apr	Project end	10	8	12	
21-Mar	Project end	10	8	18	
21-Mar	Project end	10	8	15	
10-Apr	Project end	10	8	15	
20-Mar	Project end	10	8	15	
21-Mar	Project end	10	8	18	
20-Mar	Project end	10	8	15	

Detailed project timeline

Provided by: Microsoft Corporation

This accessible timeline helps create a visual roadmap of your project. Simply enter key milestones into the Project Details table and watch your project take shape in the timeline above.

Create

←
→

When you find the project template that you like, click on create.

Account

Feedback

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Clipboard: Undo, Paste, Copy, Cut

Font: Franklin Gothic Me, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Center, Justify, Left, Right, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

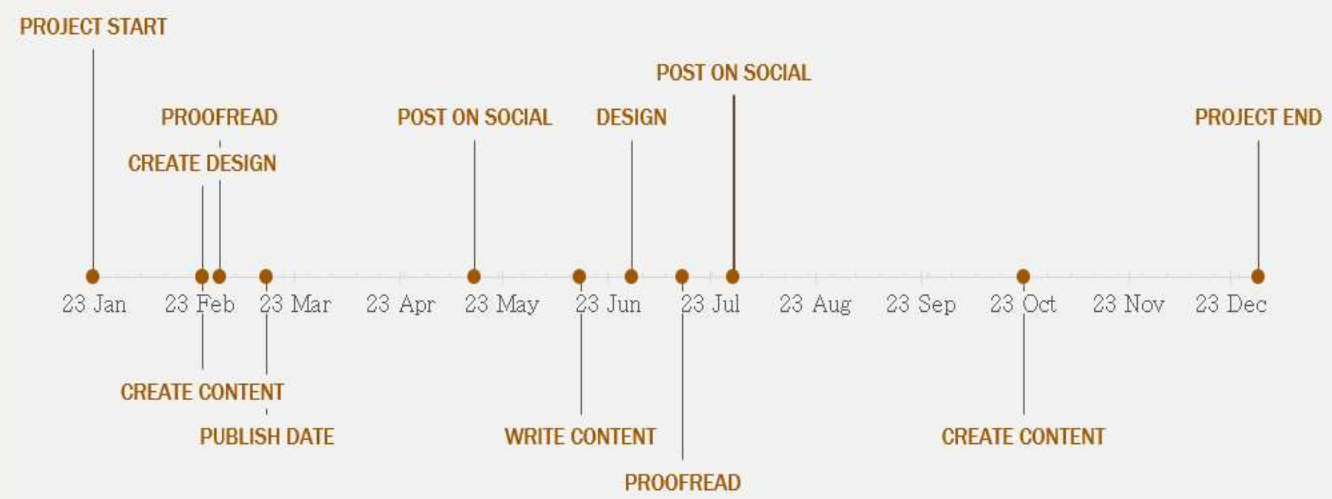
Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

G23

Project timeline



Excel, will load your project timeline template, ready for you to use.

Project details

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