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Cells: Insert, Delete, Format

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

Analysis: Analyze Data

AutoSave: Off Save Undo Redo

A1

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To start, click on File.

Good morning



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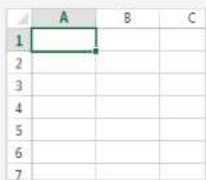
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Teachers to do list



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Drop-down tutorial



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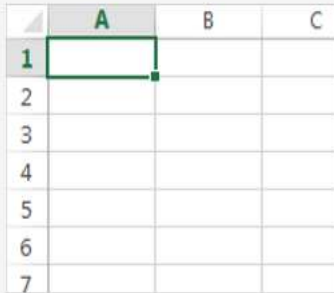
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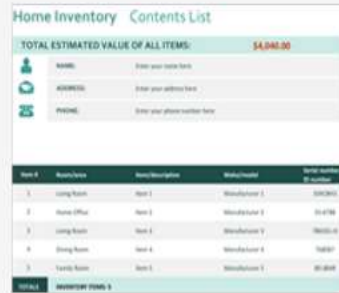
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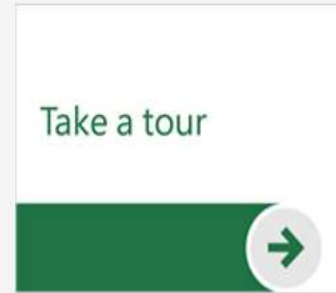
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Drop-down tutorial

Infographic Timeline



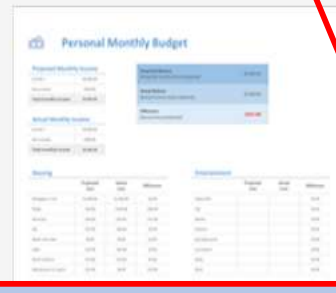
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Formula tutorial



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Personal Monthly Budget



Weekly chore schedule



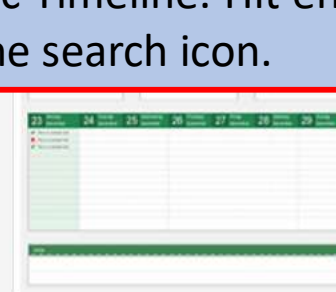
Any year custom calendar



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Infographic Timeline



Excel will load a template for Infographic timeline.

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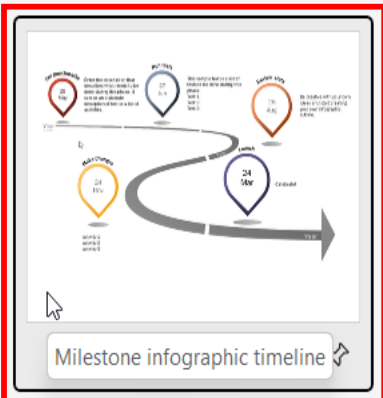
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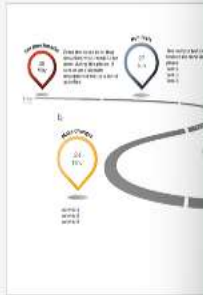
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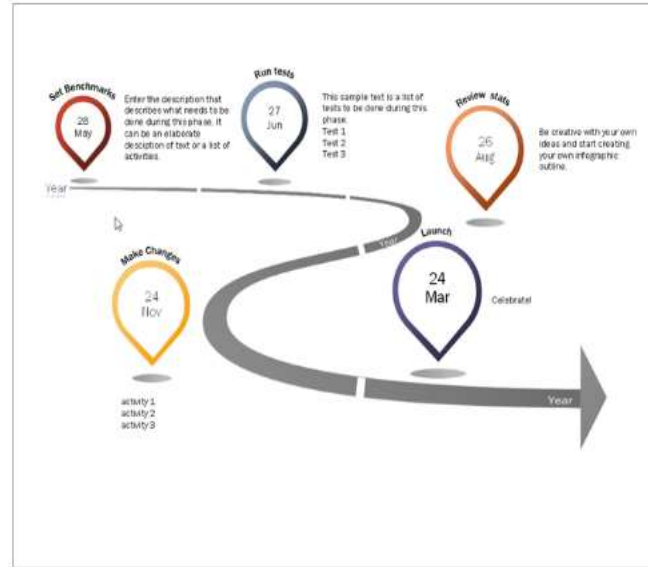
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Infographic Timeline



Milestone infogra



Milestone infographic timeline

Provided by: Microsoft Corporation

Track up to five milestones of your product or project's development with this premium milestone infographic timeline template. This customizable Excel infographic timeline template charts progress over any period of time. Use this accessible milestone timeline infographic template in your presentations, weekly status meetings, and more.

Download size: 39 KB



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



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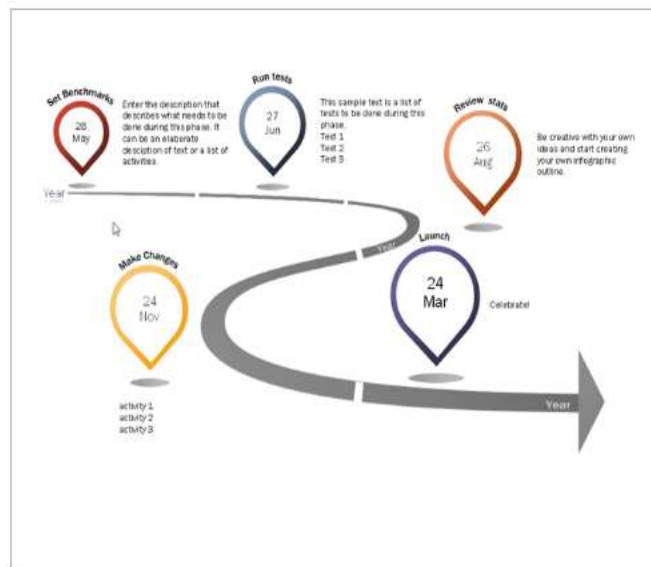
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Infographic Timeline



Milestone infographic timeline

Provided by: [Microsoft Corporation](#)

Track up to five milestones of your product or project's development with this premium milestone infographic timeline template. This customizable Excel infographic timeline template charts progress over any period of time. Use this accessible milestone timeline infographic template in your presentations, weekly status meetings, and more.

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Number: General, Currency (\$), Percentage (%), Thousands Separator (,), Increase/Decrease Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

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

Analysis: Analyze Data

AutoSave (Off) Save Undo Redo

J14

A B C D E F G H I J K

About this workbook

1 Guide for screen readers

There are 4 worksheets in this workbook.

- Infographic Timeline
- Chart Data
- About
- Chart Data (hidden)

The instructions for each worksheet are in the A column starting in cell A1 of each worksheet. They are written with hidden text. Each step guides you through the information in that row. Each subsequent step continues in cell A2, A3, and so on, unless otherwise explicitly directed. For example, instruction text might say "continue to cell A6" for the next step.

Hidden text will not print.

To remove these instructions from any worksheet, simply delete column A.

3 Helpful information

This Infographic Timeline charts 5 significant milestones and their activities or descriptions on a timeline. To modify or add timelines, simply update the table in the Chart Data worksheet.

You can chart information by year, by day month values or create a blank space to place an icon or text box.

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

Clipboard: Paste, Cut, Copy, Format Painter

Font: Franklin Gothic Box, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Center, Right, Left, Indent, Decrease Indent, Increase Indent, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Thousand Separator, Decimals, Increase Decrease

Styles: Conditional Formatting, Format as Table, Cell Styles

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Your new template has 3 tabs. They are About, Chart Data, and Infographic Timeline.

About Chart Data Infographic Timeline

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The About tab, tells you all about this workbook and gives you instructions on how to use it.

Navigation: Back, Forward, About, Chart Data, Infographic Timeline, Add

Clipboard: Paste, Cut, Copy, Format Painter

Font: Franklin Gothic Box, 11, Bold, Italic, Underline, Text Color, Background Color

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

Number: Custom, Currency, Percentage, Thousand Separator, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

AutoSave (Off) Save Undo Redo

Select how to show dates in the chart by selecting "Year" or "Day Month" in the dropdown list in cell D2.

Infographic Chart Data			
Chart Milestones by Year, Day Month, or leave blank. Select an option at right:			
			Day Month
Date	Milestone Title	Description or Activity	
8/31/2023	Set Benchmarks	Enter the description that describes what needs to be done during this phase. It can be an elaborate description of text or a list of activities.	
		This sample text is a list of tests to be done during this phase.	
9/30/2023	Run tests	Test 1 Test 2 Test 3	
11/29/2023	Review stats	Be creative with your own ideas and start creating your own infographic outline.	
		activity 1	
2/27/2024	Make Changes	activity 2 activity 3	
6/26/2024	Launch	Celebrate!	

The Chart Data tab is where you will enter your data for your chart. You can click on cells A1, through A4 for additional information on filling out the Chart Data page.

Clipboard: Paste, Copy, Format Painter

Font: Franklin Gothic Box, 11, Bold, Italic, Underline, Text Color, Background Color

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

Number: General, Currency, Percentage, Decimals

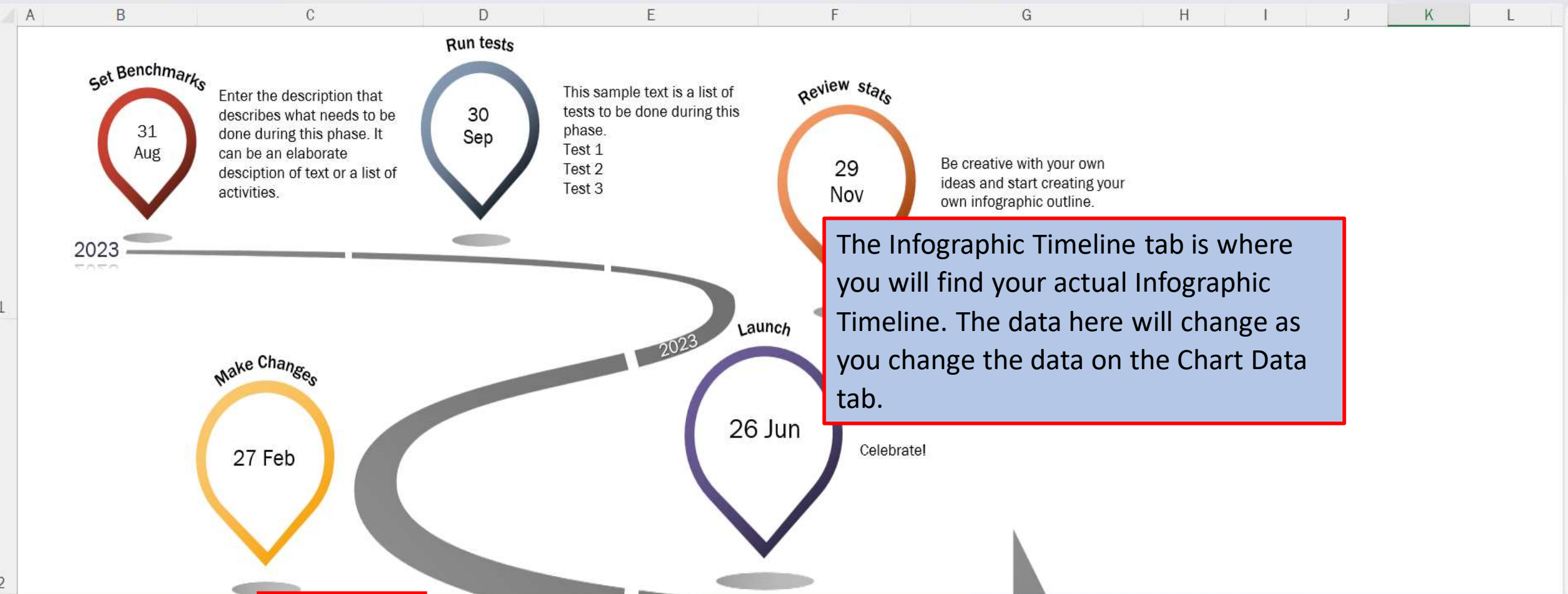
Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

AutoSave Off Save Undo Redo

K16 fx



The Infographic Timeline tab is where you will find your actual Infographic Timeline. The data here will change as you change the data on the Chart Data tab.

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