**Create a timeline of President Obama's life**

Student handout B

In this activity, you will create a timeline of President Obama's life.

## Step 2: Create your timeline

* As you work on the Microsoft Office Excel 2007 timeline, remember to save your work frequently.
* For the sake of space, divide your list of 10 events into two lists, some to list below the horizontal line and some to list above it.
* Enter the information you recorded for each of the 10 events in chronological order. Here’s how:
	+ Enter the date and description of the event in the text box. Click the event text box on the timeline where you want to enter the information. Delete the title (for example, “Event 1”) that is in red letters. Type in the information you wrote on the student handout. You can put the date at the bottom or the top of the text box. For example:

August 4, 1961

Born in Honolulu, Hawaii, to American mother and Kenyan father

Born in Honolulu, Hawaii, to American mother and Kenyan father

August 4, 1961

or

* + Move the text box to the correct place on the timeline. To move a text box, click the box. A green circle appears above the box. Click the green circle and use the arrow keys to move the box to the spot on the timeline where you’d like it to be.
	+ Make sure the connector line between the text box and the horizontal line is pointing to the correct spot on the horizontal line. For example, the line for the "August 4, 1961" text box should point just to the right of 1960, to indicate the year 1961. If you need to move a connector line to the top or bottom of the box, click the line. A yellow diamond appears on each end of the line. Click one diamond, and drag it to the spot on the text box where you want it. Click the other diamond, and drag it to the spot on the timeline where it belongs.
* When you have finished entering all your information and placing all the text boxes in the right order and in the right locations, you can add pictures. Use Bing Visual Search (<http://www.bing.com/visualsearch>) to find images of President Obama. Copy an image and paste it onto your timeline in the correct location. For example, the photo of President Obama in law school is by the dates 1988–1991 on the timeline.
* If the picture is too big, right-click the picture, and then click **Size and Properties**. In the dialog box, reduce the height of the picture until it is the size you want.
* Add information to the picture.
	+ Click the **Insert** tab.
	+ In the **Text** group, click **Text Box**.
	+ Click the photo where you want the text to go.
	+ Enter the brief information in the text box. If you want to change the color of the font, select the text. Then, on the **Home** tab, in the **Font** group, click **Font color**, and choose your color.
* When you have finished entering all your information, check your timeline.
* Is everything in the right place? Are all the dates in order?
* Have you made any spelling errors or typos?
* Is your timeline easy to read? You may have to move pictures or text boxes to make some sections less crowded. If you want to make an event text box wider or narrower, click the side of the text box, and then use your pointer to drag the arrow to make the box the proper width. To make the whole box larger or smaller all at once, click the lower-right corner of the text box, and drag the arrow to make it larger or smaller.
* Be sure to save your work. Congratulations on creating a beautiful and informative timeline about the life of America’s 44th president!