

How to create a Timeline chart in PowerPoint

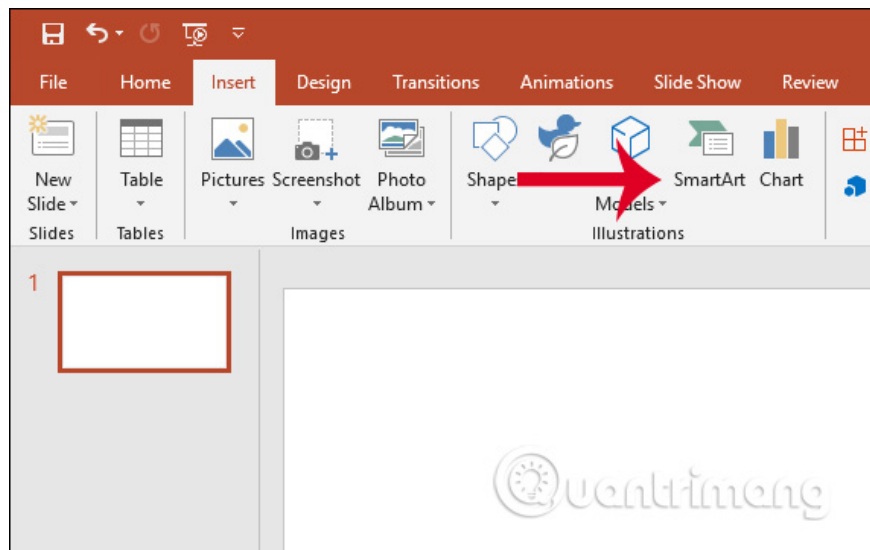
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Timeline in PowerPoint, also known as timeline chart on the slide, helps us clearly show the timeline or stages in a certain process. Through this timeline chart, everyone will have a more general, clear and scientific view of each timeline. This also helps PowerPoint slide presenter create a professional chart instead of having to draw shapes step by step. The following article will guide you how to create a timeline chart in PowerPoint.

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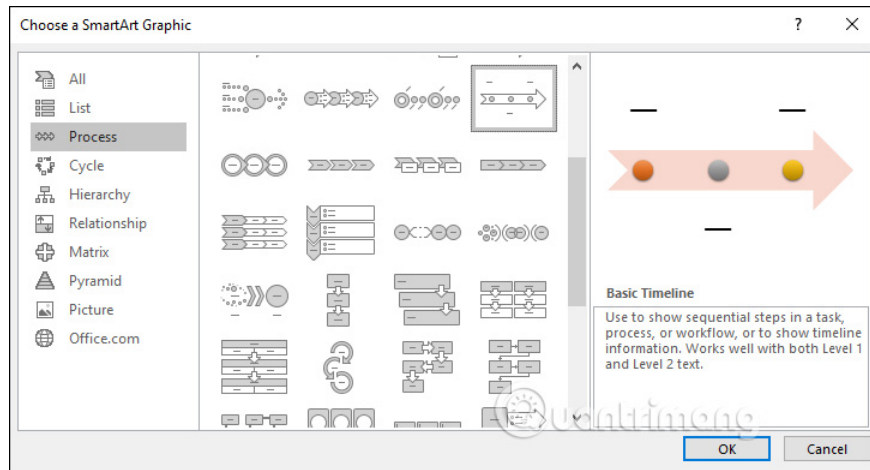
Step 1:

At the slide you want to create a chart, click **Insert** on the toolbar and then select **SmartArt** in the Illustrations group.



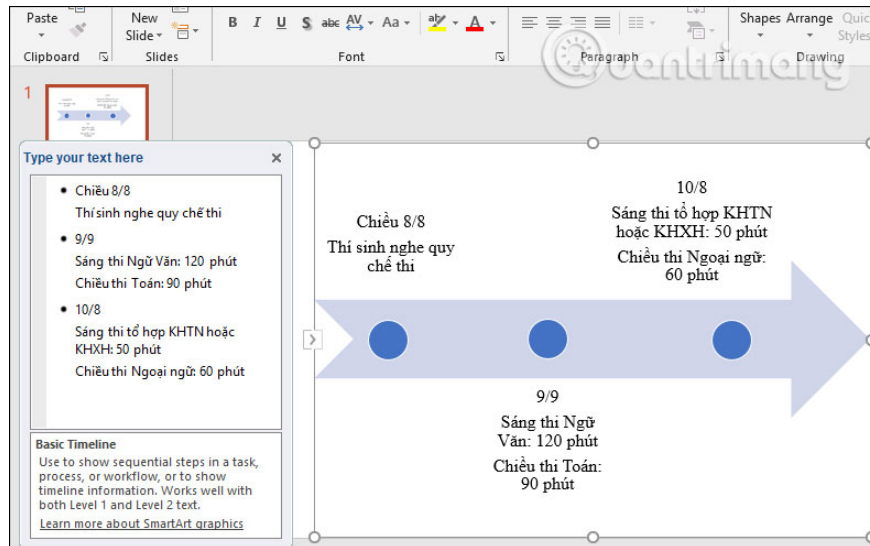
Step 2:

Displaying the new interface we navigate to **the Process diagram group** . Then look to the right for a variety of process graphs to choose from. If you want to get used to this type of chart, first choose a simple chart **type** , click **Basic Timeline** . Click Ok to select the chart type.



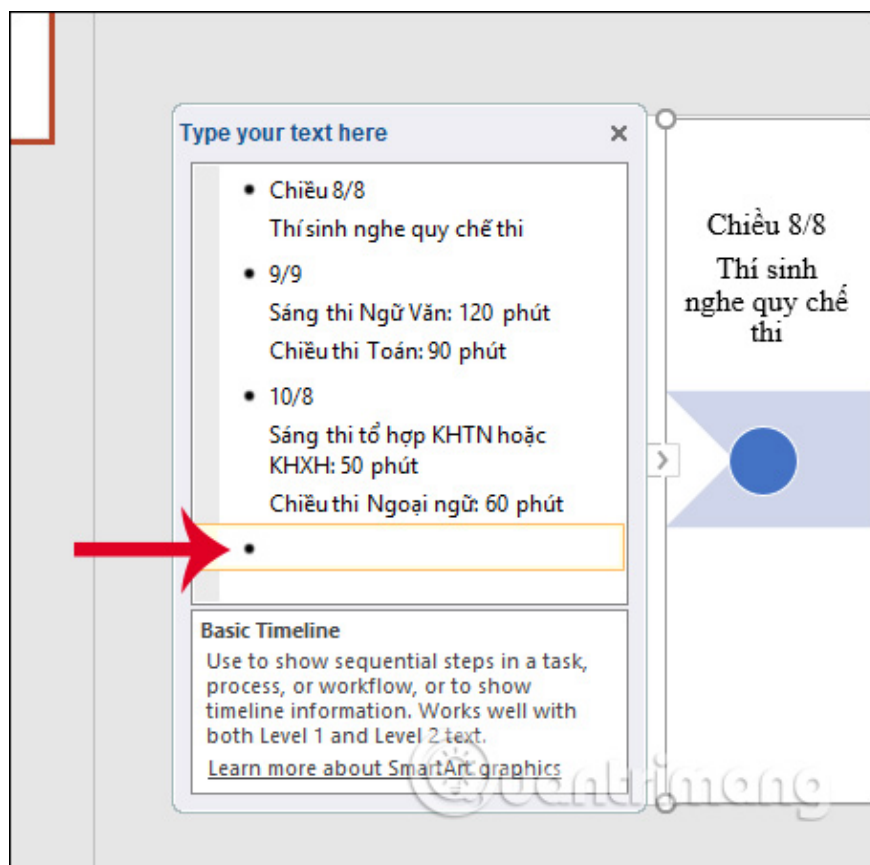
Step 3:

After the chart frame is inserted in the slide, you add data by **clicking on [Text] and entering text** . We can also adjust the font format in the chart.



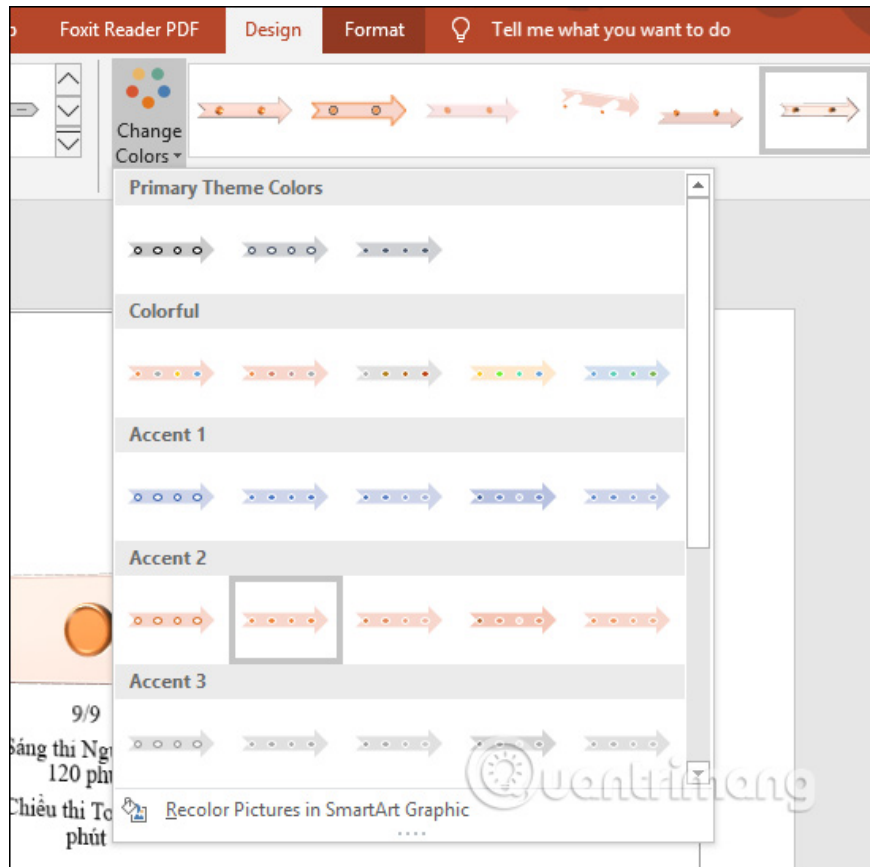
To **add other landmarks** , you make in the **box Type your text here** right next. Clicking on the previous post before the position you want to insert and then Enter can create a new landmark.

To enter information, use the **Ctrl + Enter** key. Timelines can be adjusted by moving manually to fit.



Step 4:

To redesign the timeline, click the Design tab, and then select the style in the SmartArt Styles section. Or you can click Change Colors to change the colors.



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