Computer History Timeline Directions

1. Open Word

2. Page Layout > Orientation > Landscape

3. Align right

4. Type heading

5. Enter

6. Align center

7. Type title: Computer History Timeline

8. Change font, size and color of your title

9. Enter

10. Insert > Smart Art > Process > Basic Timeline

11. In pop-out text box, hit enter five times (This will give you a total of eight points on your timeline.)

12. In each text box, type a key event in the history of the computer, starting with the year. Events will be placed in chronological order, from left to right. Example:

1822

Charles Babbage creates a calculating machine a half-century before the computer is born

13. Go to [www.photosforclass.com](http://www.photosforclass.com) and save a photo for each of the points on your timeline.

14. Insert photos into the circles of your timeline (Format Shape > Fill > Picture)

15. Adjust timeline shape to fill most of page. Keep to 1 page

16. Change timeline color(s) as desired.

17. Save to folder as Computer Timeline

18. Print and turn in