# Timeline

A timeline is a diagram that uses pictures and words to show the order of events that took place over a certain period of time. Have you ever seen a timeline? What sort of events were included? What did the timeline look like?

## ✏️ Plan It

Create a multimedia timeline of important events in your community's history. Look at the following example:



**Timeline Presentation Example**

## Unit 1: Technology and Community

Think about the following questions, and discuss your ideas with your partner. You might want to write your answers to the questions on a sheet of paper.

- What important events do you remember taking place in your community? Why are those events important to your community?

- When did the events take place? In what order did they happen?

- Do you know about any other important community events even though they may have happened a very long time ago, before you were even born? What do you know about those events? When did they take place? Why are they important?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Multimedia Group 1:** Getting to Know the Multimedia Software (**NOTE:** This group name will change depending on the *Help Guide* version being used.)

- **Multimedia Group 2:** Viewing and Working with Slides

- **Multimedia Group 3:** Building Presentations

- **Multimedia Group 4:** Making Slides Look Good

- **Multimedia Group 5:** Adding Words

- **Multimedia Group 6:** Adding Pictures and Artistic Effects

- **Multimedia Group 8:** Adding Animation and Special Effects

## Do It

1. Start the multimedia software, and open a new, blank presentation.

2. Add a new Title Only slide.

3. Apply a background fill effect.

4. In the title text box, type a title for your timeline. Be sure to include the name of your community in the title. Then, change the look of the words, and move the title box.

5. Insert a duplicate slide.

6. In the text box, type a sentence or two about the first event in your community timeline. Be certain to include the date the event took place.

7. Add a picture that shows information about the event you wrote about. You can insert clip art or a picture, or you can start a graphics program, create a picture, and save it to your computer before inserting it into the slide. You can even use drawing tools to make a picture on the slide.

> **Challenge:** Record your voice as you or your partner reads the information on this slide. (For help, see Multimedia Skill 7.4: To record your voice or another sound on a single slide.) Or instead of recording your voice, try adding a sound or music file. (For help, see Multimedia Skill 7.1: To add a sound or music file from the Clip Gallery, and Multimedia Skill 7.2: To add a sound or music file saved on your computer.) (**NOTE:** An icon for either a sound file or a music file will appear in your slide.)
>
> (**NOTE:** Multimedia Skill 7.4 may not be possible in every multimedia software application. If your multimedia software does not have this capability, simply skip this challenge.)

8. Repeat Steps 5 through 7 to make at least three more slides—one for each of the other community events in your timeline. (**NOTE:** If you recorded your voice or added a sound or music file on the second slide, you might want to do the same on any new slides.)

9. To help the slides flow smoothly from one to the next, add transitions between the slides. Take some time to experiment with different effects and speeds before choosing your transitions. (For help, see Multimedia Skill 8.1: To add a special effect that plays between slides, or a slide transition.)

> **Challenge:** Add animation or movement to the words or pictures in your slides. (For help, see Multimedia Skill 8.3: To add animation or movement to an object, or Multimedia Skill 8.5: To make and add your own animation effect.) You might also want to set the timing of the effects in your slides to make sure any transitions, sounds, and animation play when you want them to. (For help, see Multimedia Skill 8.13: To set the order and timing on a slide with many special effects.) (**NOTE:** Because adding animation and changing the timing does not change the actual look of the slides, Challenge Examples are not shown at the end of this section.)
>
> (**NOTE:** Multimedia Skills 8.5 and 8.13 may not be possible in every multimedia software application. If your multimedia software does not have these capabilities, simply skip this challenge.)

10. Save your work as directed.

## Review It

Look over your timeline. Make sure it has the following elements:

- Title slide that explains what the timeline is about

- Four more slides, each with a sentence and a picture about an important event in your community timeline

- Same background color or effect on all slides

- Transitions that help the presentation flow smoothly from slide to slide

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

## Share It

Be prepared to discuss your answers to the following questions:

- What new multimedia skill did you learn today? For what other projects might you use that skill again?

- Why might someone want to have the same background color or fill effect in all of the slides in a presentation?

- How does adding transitions improve your timeline presentation?