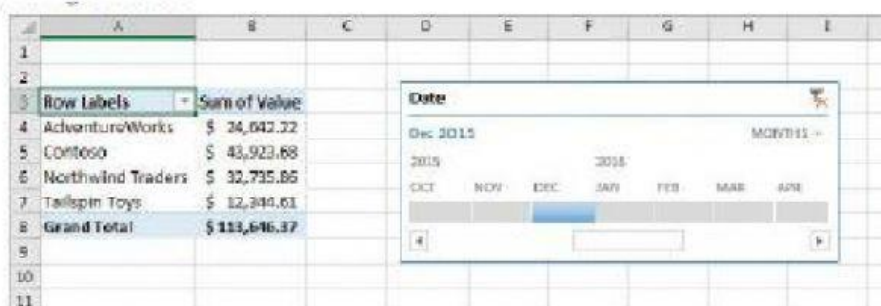


## Lesson 4 View Data by Using Timelines

Business data often records events at a specific point in time, whether a sale to an individual customer on a specific day or net profit for a quarter or a year. If your data contains a time-based value, such as the day of a sale, you can analyse that data by creating a timeline



The screenshot shows an Excel PivotTable with a Date timeline. The PivotTable is set to show the sum of values for different companies. The Date timeline is currently set to 'Dec 2015' and is showing data for the month of December 2015.

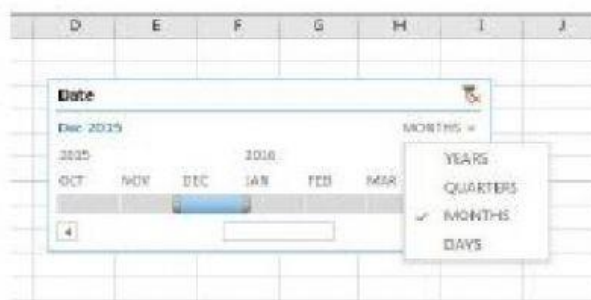
Row Labels	Sum of Value
AdventureWorks	\$ 24,042.22
Contoso	\$ 43,923.68
Northwind Traders	\$ 32,735.86
ToysRUs	\$ 12,344.63
Grand Total	\$ 113,046.37

*Use timelines to filter PivotTable data based on time increments*



**Tip**  
Timelines and Slicers are built on the same design philosophy: providing a visual indication of the elements included and excluded by a filter. What Slicers do for category data, timelines do for chronological data.

A timeline provides a graphical interface you can use to filter a PivotTable. For table column that contains individual data value, such as 8/2/2015, the timeline box will recognize these dates and let you filter by year, quarter, month or day.



*Change the time increment by which you filter data by using a timeline*

You can use the elements within a timeline to select individual increments, such as days or months, or ranges of those same values. As with other objects, such as charts, you can change the appearance of your timeline, resize it, change its appearance, hide or display elements, and delete it when it's no longer required.

## To create a timeline.

1. Click a cell in an **Excel** table that is based on a connection to an *external data* source or that is part of the workbook 's **Data Model**.
2. On the **Insert** tab, in the Filters group, click [Timeline](#)
3. In the **Existing Connections** dialog box, do either of the following:
  - . Use the tools on the Connections tab to identify the connection you want to filter by using a timeline.
  - . Use the tools on the **Data Model** tab to identify the **Excel** table you want to filter by using a timeline.
4. Click **Open**.
5. In the **Insert Timeline** dialog box, select the check box next to the field by which you want to filter.
6. Click **Ok**.

## To filter a PivotTable by using a timeline.

1. Create a **timeline** based on an *Excel* table that has been used to create a **PivotTable**
2. Click Time Level in the upper-right area of the timeline, and then click the time level you want to use. (such as months, quarters or days.)



Select the *increment by which you want to filter in your Timeline*

3. In the scrolling time display, do any of the following:
  - . Click the increments you want to display.
  - . Select multiple increments by clicking the first increment in the range and then, while holding down the Shift key, clicking on the last increment in the range of data you want to display..

## To clear a timeline filter

1. In the timeline, click the Clear Filter button at the right end of the title bar.

## To change the appearance of a timeline

1. Click the timeline.
2. On the Option tool tab of the ribbon, in the Timeline Styles gallery, click the style you want to apply.

## To resize a timeline.

1. Click the timeline.
2. Drag any of the handles on the timeline to change its size as follows:
  - . Drag a handle to the middle of the top or bottom edge to make the timeline shorter or taller.
  - . Drag a handle in the middle of the left or right edge to make the timeline wider or narrower.
  - . Drag the handle in the corner of the timeline to change the shape both horizontally and vertically.

Or

1. Click the timeline.
2. On the **Options** tool tab, in the **Size** group, do either of the following:
  - . In the **Height** box, enter a new height for the timeline and then press **Enter**.
  - . In the **Width** box, enter a new width for the timeline, and then press **Enter**.

## To hide or display timeline elements

1. Click the timeline.
2. On the **Options** tool tab, in the Show group, select or clear any of these check boxes:
  - . **Header**
  - . **Selection Label**.
  - . **Scrollbar**
  - . **Time Level**

## To change a timeline caption:

1. Click the *timeline*.
2. On the **Options** tool tab, in the **Timeline** group in the **Timeline Caption** box, enter a new caption for the timeline.
3. Press **Enter**.

## To delete a timeline

1. Right-click the timeline, and then click **Remove Timeline**.

## Questions

### 1. How do you create a timeline?

**2. How do you filter a PivotTable by using a timeline?**

**3. How do you resize and delete a timeline?**