

Timeline in a table

- To add a column or a row, select a column or a row, click right and select “Insert”
- Use Distribute Columns Evenly and Distribute Rows Evenly in Layout ribbon to keep columns and rows equal in width

Week	1	2	3	4	5	6	7	8	9	10	11
Starts on	7/1	14/1
Phase 1											
1.1 Activity											
1.2 Activity											
1.3 Activity											
Phase 2											
2.1 Activity											
2.2 Activity											
Phase 3											
3.1 Activity											
3.2 Activity											
3.3 Activity											