



Like a slicer, a timeline is a super easy to use filter with a stylish interface that makes it easy for the end user to drill down into a single date range within the data.

A timeline can only be applied to fields containing dates, whether the fields are displayed in the Pivot Table or not.

### Create a timeline

To create a timeline, go to the Analyze tab on the ribbon and click 'Insert Timeline'.

The Insert Timeline dialog box will request selection of the field that is to be filtered.

Notice that the dialog box only offers a selection of fields that contain dates.

Although we can choose as many fields as we like to apply multiple timelines, we'll stick with creating a single timeline for now.

Select 'Date of Occurrence' and click OK.

A timeline will be dropped into your worksheet. A button for each month appearing within the selected field (date of occurrence) will be created within the timeline box.

Click on each month and notice the Pivot Table update to display only results for the selected month.

To select a range of months, hold the left mouse button whilst dragging the mouse across all of the required months in the timeline.

Clear the filter by clicking the filter clear button (the funnel in the top right corner of the timeline) and notice the pivot table updates to display all results.

To change the periods displayed in the timeline – years or quarters instead of months, click the months title and drop down in the top right corner of the timeline and choose the required time period (years, quarters, months or days).

#### Formatting:

To move the timeline, Click on the timeline title (ensure your cursor turns into the grab handle – the 4 headed directional arrows) and drag the timeline to it's new location.

To resize the timeline, click on one of the resizing handles (the white circles on the border of the timeline graphic), ensure your cursor turns into the resizing cursor (black double headed arrow), and drag the side in or out to it's required height or width.

When the timeline is active, a new contextual ribbon tab is active – the Timeline Options tab. On this tab is all of the tools we might need to use when working with timelines. Notice the style gallery on the Timeline Options ribbon tab. Choose a new style for the timeline by clicking your favourite style in the gallery.

#### Connecting:

When there are multiple pivot tables on the same worksheet, that are all based on the same datasource, it would be super helpful if the timeline could filter all of the Pivot Tables, rather than just the pivot table that created the timeline. Otherwise it's a little confusing for the user to try and determine which pivot table is filtered.

To connect the timeline to multiple pivot tables, select the Timeline Options tab on the ribbon and click 'Report Connections'

A dialog box listing all of the available pivot tables will appear. Tick any unticked boxes to link the timeline to all of the pivottables and click OK

Notice now when you select a timeframe in the timeline, both pivot tables now update to display only the results for the selected date range.

Although a report filter can be created to achieve the same thing, a Timeline will afford a simple method for your end users to update the PivotTable to calculate results for only the timeframe they're interested in and it'll add style to your report presentation at the same time.