

Lesson (1) Calendar

Design something you would enjoy

1. Open up Word
2. Hit your enter key several times to create a buffer.
3. Go to Page Layout and change all Margins to **.7**
4. Use **Explorer** no problem to copy
5. Go to the link: www.timeanddate.com
6. Click on view calendar
7. You may wish to remove moons
8. Highlight and copy the calendar and place it in the center of the paper.
9. If you use Chrome (Smart notebook Camera) can't modify then!
10. To center calendar Highlight calendar then look above for centering tool.
11. Highlight the calendar again and change the font to 12 bold. Option adjust colors
12. Modify the font to your liking
13. Go to google and copy and place a photo at the top of your calendar.
14. Tap the photo and choose text wrap
15. Change the image around the photo if you want.
16. Go to Page set up and change the background and color/ texture of your paper
17. Printout a hard copy

