

Lesson (1) Calendar

Design **SOMETHING YOU** will enjoy using for the whole year, with your photo.

1. Open up Word
2. Hit your enter key several times to create a buffer
3. Got Page Layout -Page Setup and change all margins to **.6 Bottom .5**
4. **Use the Internet type in [www. timeanddate.com](http://www.timeanddate.com)**
5. Menu at the top click on **Calendar Creator** and choose the current year.
6. Display time choose **MEDIUM**
7. **Number of months = 12**
8. Other options
9. First day of week
10. Display week numbers yes or no up to you
11. Show holidays NO
12. Show phases of the Moon NO
13. Show day number of year NO
14. Click on show calendar
15. High light calendar and Control C to copy Do not copy Calendar Year and United States and center year.
16. Go to word
17. Tap your enter key 5 times to create a buffer for a photo.
18. Control V to paste.
19. Go to Home menu and Highlight calendar & click on **Center** to center on your page.
20. Go to google and search for an image you want at the top of your calendar.
21. Right click on the mouse and **Control C** to Copy and paste **Control V** that image and at the top above your calendar
22. Double Click on image and **HIT TEXT WRAP – Tight** this will allow you to move your image to center. You may need to use the handles on the image to make it smaller. If your calendar is next to the image hit place the mouse above the calendar and hit your enter key to move it down. You may need to make your image smaller so that the calendar is on one page.
23. Go to home **INSERT WORD ART** place curser on left or right side and type in year. You may change the color of the number.
24. Go to Design and Page boarders and choose a color you want for your boarder.
25. Make the line as thick as you want and click on **BOX** in the upper left corner to place the color around the calendar.
26. Depending on your school Save and Printout a copy of your calendar. Or save the calendar.

