## Lesson (1) Calendar

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

1. Open up Word	20. Go to google and search for an image you
2. Hit your enter key several times to create a buffer	want at the top of your calendar.
3. Got Page Layout -Page Setup and change all	21. Right click on the mouse and Control C
margins to <b>.6 Bottom .5</b> 4. Use the Internet type in www. timeanddate.com	to Copy and paste <u>Control V</u> that image and at the top above your calendar
<ul> <li>5. Menu at the top click on <u>Calendar Creator</u> and choose the current year.</li> <li>C. Divelant firms always MEDUINA</li> </ul>	22. Double Click on image and HIT TEXT WRAP – Tight this will allow you to move your image to center. You may need
<ul> <li>6. Display time choose MEDIUM</li> <li>7. Number of months = 12</li> <li>8. Other options</li> <li>9. First day of week</li> <li>10. Display week numbers yes or no up to you</li> <li>11. Show holidays NO</li> <li>12. Show phases of the Moon NO</li> <li>13. Show day number of year NO</li> <li>14. Click on show calendar</li> <li>15. High light calendar and Control C to copy Do not copy Calendar Year and United States and center year.</li> <li>16. Go to word</li> <li>17. Tap your enter key 5 times to create a buffer for a photo.</li> <li>18. Control V to paste.</li> <li>Go to Home menu and Highlight calendar &amp; click on</li> </ul>	<ul> <li>a 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.</li> <li>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.</li> <li>24. Go to Design and Page boarders and choose a color you want for your boarder.</li> <li>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.</li> </ul>
Center to center on your page.	Printout a copy of your calendar. Or save

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