Lesson (2) 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 for your picture you will want at the top.
3. Go to Page Layout -Page Setup and change all margins to **.5**
4. **Use the Internet type in 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

Click on **SNIPPING TOOL to copy calendar, if using Windows.** *For Apple users To Copy use the Shift - Control – Command keys and #4. Highlight and copy the picture and place it in the center of the paper. Command v TO PASTE*

15. **Do not copy** Calendar Year and United States.
16. Go to blank word document and paste the calendar.
17. Double click on picture of calendar. Using Microsoft click on **TEXT WRAP IN FRONT OF TEXT.** If using another form of word. Go to Home menu and Highlight calendar & click on **Center** to center on your page.

18. Go to Google and search for an image you want to place at the top of your calendar.
19. Right click on the Image with mouse and **Control C** to Copy and paste **Control V** the image and at the top above your calendar.
20. Double Click on new image at the top and **HIT TEXT WRAP IN FRONT OF TEXT** – 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 off the page at the bottom. If your calendar is next to the image 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 (1)** page.
21. Go to Design and Page boarders and choose a color you want for your boarder.
22. Make the line as thick as you want and click on BOX in the upper left corner to place the color around the calendar.
23. Depending on your school save and Printout a copy of your calendar. Or save the calendar.
24. You now have an important piece of paper allowing you to keep track of what is going on. An example shown below with the Christmas Story House.