LESSON 3 Making a GOOGLE CALENDAR

1. Log into Google Account
2. Click on Google Drive
3. Click on New top left and then Google Docs.
4. At the top rename the Untitled to Calendar and year.
5. Hit your enter key several times to create a buffer for your picture you will want at the top.
6. Change the margins so they are smaller and will allow more space for your calendar. Go to **FILE** at the top and scroll down to **PAGE SETUP** change the margins left and right.4 and .2 top and bottom, click on **OK.** If you want you may make them larger later.
7. Click on Insert Table YOU want **1x1**
8. **Use the Internet type in www.timeanddate.com**
9. Menu at the top click on **Calendar Creator** and choose the current year.
10. Display time choose **MEDIUM**
11. **Number of months = 12**
12. Other options
13. First day of week
14. Display week numbers yes or no up to you
15. Show holidays NO
16. Show phases of the Moon NO
17. Show day number of year NO
18. Click on show calendar
19. Highlight and copy calendar Control C to copy
20. Place curser in table on document and then Control V to paste.
21. You will need to grab the lines to the left of each column of months and move them to they are equal and showing the whole month.
22. Insert picture at top go to Insert Image from search the web and type in what you would like at the top of your calendar.
23. Grab handles and make the picture smaller.
24. Click on **IN FRONT OF TEXT** just below the picture after you have inserted it. Move picture to center of calendar.
25. On left side of picture type in year of calendar and increase the size to 16 bold and change the color if you want.
26. Click on File and Print Preview make sure everything is on ONE (1) page
27. Printout document or save to your google account.
28. Example shown below.