

## Lesson (1) Calendar

Design **SOMETHING YOU** will enjoy using your photo.

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| <ol style="list-style-type: none"> <li>1. Open up Word</li> <li>2. Hit your enter key several times to create a buffer</li> <li>3. Got Page Layout -Page Setup and change all margins to <b>.7</b></li> <li>4. Use the <b>Internet type in www.timeanddate.com</b></li> <li>5. Menu at the top click on Calendar Creator and choose the current year.</li> <li>6. Display time choose <b>MEDIUM</b></li> <li>7. Other options</li> <li>8. First day of week</li> <li>9. Display week numbers yes or no up to you</li> <li>10. Show holidays NO</li> <li>11. Show phases of the Moon NO</li> <li>12. Click on show calendar</li> </ol> | <ol style="list-style-type: none"> <li>13. High light calendar and Control C to copy</li> <li>14. Delete Calendar Year and United States and center year.</li> <li>15. Hight calendar and click on Center to center on your page.</li> <li>16. Go to google and search an image you want at the top of your calendar.</li> <li>17. Copy and paste that image and at the top above your calendar</li> <li>18. Click on image and HIT TEXT WRAP this will allow you to move your image to center.</li> <li>19. Go to Design and Page boarders and choose a color you want for your boarder</li> <li>20. Depending on your school Save and Printout a copy of your calendar.</li> </ol> |
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