


WORD CHALLENGE 1 – Make your own calendar like this:

September 2003						
<i>Sat</i>	<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>
		1	2	3 <small>0900-1000 comp082a</small>	4	5
6 <small>0900-1000 comp082a</small>	7	8 <small>0900-1000 comp082a</small>	9	10 <small>0900-1000 comp082a</small>	11	12
13 <small>0900-1000 comp082a</small>	14	15 <small>0900-1000 comp082a</small>	16	17 <small>0900-1000 comp082a</small>	18	19
20 <small>0900-1000 comp082a</small>	21	22 <small>0900-1000 comp082a</small>	23	24 <u>Mi'raj</u>	25	26
27 <small>0900-1000 comp082a</small>	28	29 <small>0900-1000 comp082a</small>	30			

Need help? Use the Microsoft Word Help to get help with Calendars.

Hint: Start with File / New

- Put your important appointments on the calendar.
- Grey out (shade) cells of dates already past.
- Make the week start with Saturday.
- Add 2003 to the month box.
- Decorate your calendar with a picture.
- Make some other change to the calendar that you think will improve it.

Write a set of instructions to explain how to do these things.

1. How did you make the calendar to begin with?
2. How do you write appointments under the dates?
3. How did you get the month cell to say 2003?
4. How do you set the background color in a set of cells in the table?
5. How do you get the Saturday column on the left hand side of the table?
6. How and where did you get your picture?
7. How did you insert your picture in your calendar?
8. Describe any other change you made to the calendar.

Homework: Submit a Word document with answers to these questions

