Activity 18: Calendar

Activity Overview:

In this activity, you will gain more practice working with tables. Expanding on their vast capabilities, you will use a table to create one page from a yearly calendar.

1. **Create** a NEW document in Word.

2. Set the **page margins** to .5" on all sides.

3. Starting on line two of the document, create a **table** with **7 columns** and **7 rows**.

4. **Center** the table **horizontally**.

5. **Merge** the cells in row one.

6. **Type** the text exactly as shown in Figure 18-1.

7. Apply the **following changes** to the table:

   a. Add a **1 ½ point border** to all cells.

   b. Adjust the **height** of **row** one to .5".

   NEW SKILL ►
   c. Select the text in row one (the month). Select the **Align Center** button to center the text both horizontally and vertically. Change the font size to **36 point**, **bold**.

   NEW SKILL ►
   d. Adjust the **height** of **row** two to 1.3".

   NEW SKILL ►
   e. Change the **text direction** in row two so the days of the week are facing up. Then, select the **Align Center** button to center the text horizontally and vertically in the row.

   f. Adjust the **height** of **rows** three through seven to 1.5".

   g. Align the text in rows three through seven (the numbered days of the month) to **align top right**.

   NEW SKILL ►
   h. **Distribute** the **columns** in the table **evenly** so they are all the same width.

8. **Insert** your name in the last box as shown in Figure 20-1.

9. Carefully **proofread** the document for spelling, grammar, and accuracy.

10. **Save** the document as **CALENDAR** to your Computer 6 folder.

11. **Print** the document if required by your instructor.

Figure 18-1

AUGUST 2011						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			Your Name