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.

New Skills Reinforced:

**In this activity, you will practice how to**:

1. vertically align text within a table.
2. distribute table columns evenly.
3. change text direction within a table.
4. merge cells within a table.
	1. **Create** a NEW document in Word.

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

**NEW SKILL**

* 1. Set the **page margins** to .5” on all sides.
	2. Starting on line two of the document, create a **table** with **7 columns** and **7 rows**.
	3. **Center** the table **horizontally**.
	4. **Merge** the cells in row one.
	5. **Type** the text exactly as shown in Figure 18-1.
	6. Apply the **following changes** to the table:
		1. Add a **1 ½ point border** to all cells.
		2. Adjust the **height** of **row** one to .5”.
		3. 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**.
		4. Adjust the **height** of **row** two to 1.3”.
		5. 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.
		6. Adjust the **height** of **rows** three through seven to 1.5”.
		7. Align the text in rows three through seven (the numbered days of the month) to **align top right**.
		8. **Distribute** the **columns** in the table **evenly** so they are all the same width.
	7. **Insert** your name in the last box as shown in Figure 20-1.
	8. Carefully **proofread** the document for spelling, grammar, and accuracy.
	9. **Save** the document as class\_lastname\_**CALENDAR** to your desktop and drag to blue folder.
	10. **Print** the document if required by your instructor.

Activity 18: Calendar Continued

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 |