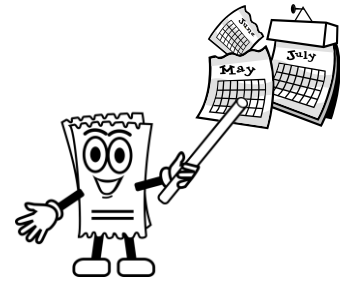


Session 5 Extension Activity: Generate a Calendar

Mark the exclusive event on a calendar using Microsoft Publisher.

1. Open Microsoft Publisher.
2. Select the calendar design and dates:
 - a. Select *Calendars* under the Most Popular templates.
 - b. Pick a design from the MIDDLE pane.
 - c. Pick a color scheme and font scheme from the RIGHT pane.
 - d. In the RIGHT pane, click *Set Calendar Dates*.



Pick a calendar design.

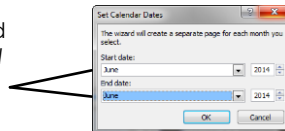
Pick a color scheme and font scheme.

Set Calendar Dates...

You may have to scroll down on the right pane to see the button.

- e. Select the month and year of the exclusive event. Click OK. **PICK THE SAME START DATE AND END DATE!**

If the same month is selected in the *Start date* and the *End date*, a calendar for only one month will be created.



- f. Click *Create*.
3. Click inside the date of the exclusive event, after the date number. Press ENTER.

4. Set the Font Size to **10**. Type the **event**.

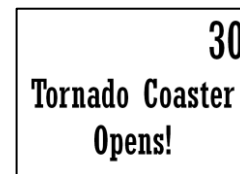
If the event name will not fit in the cell:

A Use Decrease Font Size to make the text smaller.

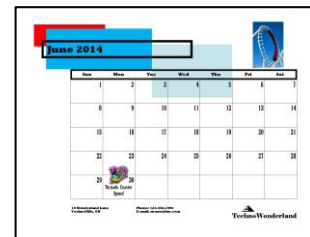
Calibri Try a different font.

Adjust the alignment.

If the date is aligned to the LEFT of the cell, you can press BACKSPACE to move the event name up one line.




5. Personalize the calendar. The changes made are unique to the design:
 - a. Use the Drawing Tools Format tab to change the colors, shapes, or effects.
 - b. Change the text to suit the amusement park.
 - c. Delete any text or shapes you do not want.
 - d. Double click on a picture until it gets black handles. Right click the mouse. Select *Change Picture*. Select an image.
 - e. Add clip art to decorate the calendar.

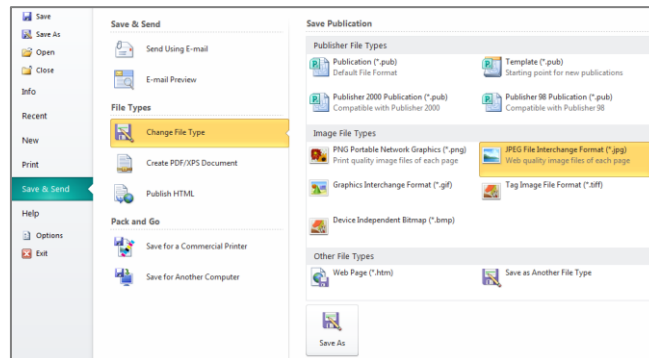



6. Save the publication as **calendar**.
7. Print the calendar.

Optional: Save the Calendar as a Picture and Insert into the Invitation

You can also use the calendar in other publications. You can add it to the invitation to help visitors remember the exclusive event.

1. Click the File tab. Select *Save & Send*. 
2. Select *Change File Type*.
3. From the Image File Types pane, click *JPEG*.
4. Click the *Save As* button.



5. Save the file in your student folder. Click *Save*.
6. Insert the calendar into the invitation document:
 - a. Click the File tab and select *Open*. Choose the **invitation**.
 - b. View the inside of the invitation (Page 3).
 - c. Click the Insert tab and select *Picture*. 
 - d. Go to the place where you save your work and select *calendar*. Click *Insert*.

7. Use your skills to fit the calendar on the page.

Tips:

- Change the font size of the contact information.
- Change the text wrapping on a picture. From the Picture Tools Format tab, click *Wrap Text*. Select an option.
- Change the object order of a picture. From the Picture Tools Format tab, click *Bring Forward*.

8. Print the invitation.
9. Save the invitation.
10. Exit Microsoft Publisher.

