

CSIS 572 - ADAPTIVE COMPUTER BASICS  
PRACTICE EXERCISE 4 – CALENDAR

1. To begin a new document, click on the Microsoft Word Icon or if Microsoft Word is already open, select the File Tab, click on New, Select the Blank Document and select Create.
2. Type **NOVEMBER 2013** and select CENTER on the Home Tab.
3. With the **NOVEMBER 2013** selected, you can apply a visual effect and change the font size. On the Home Tab, under the Font Group, click on the **Text Effects** button and select an effect (I've chosen Fill-Olive Green, Accent 3, Outline – Text 2). Select the **Font Size** drop-down button & select **48**.
4. On the Home Tab under the Styles Group, click the Normal button, and center the insertion point. When you click the normal style, your font returns to the default format.
5. On the Insert Tab in the Tables Group, click the Table button and under the grid, select the **Insert Table...** to launch the Insert Table Dialog box. Type 7 in the number of columns and 6 in the number of rows. Make sure the Fixed Column Width is on Auto and Select OK.
6. Click in the Top Row, First Cell, type Sunday and continue through Saturday. *You can use the Tab key to go to the next cell.* Select the font across the whole row, center it, & change it to *Italics* (under Home Tab, Font Group). If the font does not fit, highlight it and change it to a smaller size.
7. Type the date in each of the cells by using the Tab key. Start on Friday. Select all the date cells only and Align Left.
8. In the cell with the number 3, put the Insertion Point after the date, click on Enter and Add the Holidays of the Month – November 3 – **Daylight Savings Time**, November 11 – **Veteran's Day!**, November 28 – **Happy Thanksgiving!**, November 27-29 – **Gavilan Holiday!**, and then select the text in each cell and Center it.
9. To add clipart in the cells, center your insertion point under Thanksgiving! On the INSERT Tab in the Illustrations Group, click on the Clip Art button. In the Clip Art Task Pane, type **Thanksgiving** or your topic in the **Search for: Text Box** and click on the Go button. Scroll through the Clip Art, choose one and Select Insert on the drop-down menu or just click on it. Under the Picture Tools Format Tab (when the picture is selected) under the Size Group, click on the Shape Height or Shape Width to resize the graphic. You can also resize it by using the resize corner handle while holding the Shift key to hold its proportions. Make sure it is centered. Put a border around it by clicking on the Picture Border down arrow and select a color.
10. Let's shade the Gavilan Holidays (November 11, November 27-29): You can shade the cells by selecting them and clicking on the Table Tools, Design Tab, and select the **Shading** down arrow. Choose your Fill Color (i.e. Gold) from the gallery. Or you can select the cells, right-click on them, select Borders & Shading... and under the Shading Tab, pick your Fill color and select OK.

11. Let's make the cells even: You can make the cells larger by putting your insertion point at the end of the text, then click on **Enter**. Each click on Enter inserts a line. You can make it smaller by deleting a line (with the Backspace or Delete key). You can delete the columns or rows by highlighting them and clicking on the Table Tools, Layout Tab and under the Rows & Columns Group, select the Delete button, and click Delete Rows.

12. Check your calendar out in the **Print Preview** by clicking on the File Tab, click Print submenu, then Print Preview. Click on the Close Print Preview button.

13. Put your name and course (CSIS 572) in the Header under the Insert Tab menu.

(To put your name on your document in the HEADER, select the INSERT Tab and select the Header button and click on the Blank Header. Type your NAME and hit enter and type the class CSIS 572 and click on the CLOSE button to close the Header & Footer toolbar.)

14. SAVE your work as **Calendar** on your Removable Storage Flash Drive (E:/drive).

15. PRINT one copy and hand it into your instructor's box. Make sure YOUR NAME is on it.

Your calendar should look like this with equal space between the rows and columns:

# NOVEMBER 2013

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3 Daylight Savings Time	4	5	6	7	8	9
10	11 Veteran's Day!	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Happy Thanksgiving! 	29 Gavilan Holiday!	30