

MONTHLY CALENDAR

Microsoft Word Project

Objective: Create a table using Microsoft Word that will be for the current month.

Instructions:

1. Launch Microsoft Word on your computer and start a Blank Document.
2. Save your file as Monthly Calendar.
3. From the Layout tab, in the Page Setup group, click the Orientation button and change it from Portrait to Landscape.
4. From the Layout tab, in the Page Setup group, click the Margins button and select Narrow.
5. From the Insert tab, in the Tables group, insert a table that is seven columns by seven rows.
6. Merge the cells in the first row and change the alignment of the row to Align Center.
7. In the first row, type the current month and year (ex: December 2020). Apply a shading color of your choice.
8. Type the days of the week going across the second row starting with Sunday. Change the alignment of the second row to Align Center. Apply a shading color of your choice.
9. Type the days of the month starting with 1 and ending with the last day of the current month. Type 1 under the first day of the week the month begins. For example, December 1 started on a Tuesday so 1 would go in the cell under Tuesday. Press tab and continue numbering the days of the month until you reach the final day. Pressing tab will also add another row at the end of the table if that is needed.
10. Select the entire table. From the Table Tools Layout tab, change the row height to 0.9".
11. Select the first row, change the font to size 36 points and the font to Arial Black.
12. Select the second row, change the font size to 14 points and the font to Arial Black.
13. Select the rest of the table and change the font to Arial.
14. Vertically align the table on the page. From the Layout tab, in the Page Setup group, click the launcher (bottom right of group). Switch to the Layout tab and then set the Vertical alignment to Center.
15. Add 10 events to your monthly calendar. They can be person or national holidays. The following links can be used to find dates of serious and fun holidays in the US. Type the event on the line under the day by pressing enter after the number.
 - a. <https://www.timeanddate.com/holidays/us/>
 - b. <https://www.timeanddate.com/holidays/fun/>
16. Apply a shading color to all cells without a date.
17. Submit to your instructor.

Grading Rubric

_____	/5 – Correct Page Setup
_____	/5 – Correct Dates
_____	/5 – Shading
_____	/5 – Cell Size
_____	/5 – 10 Events
_____	/5 – Spelling
_____	/30 – Total Points

Example

December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Make a Gift Day	4	5 Day of the Ninja
6 Microwave Oven Day	7	8 Dad's Birthday	9	10	11	12
13	14 Monkey Day	15	16	17	18 Ugly Sweater Day	19
20	21	22	23	24 Christmas Eve	25 Christmas Day	26
27	28	29 Thank You Note Day	30	31 New Year's Eve		