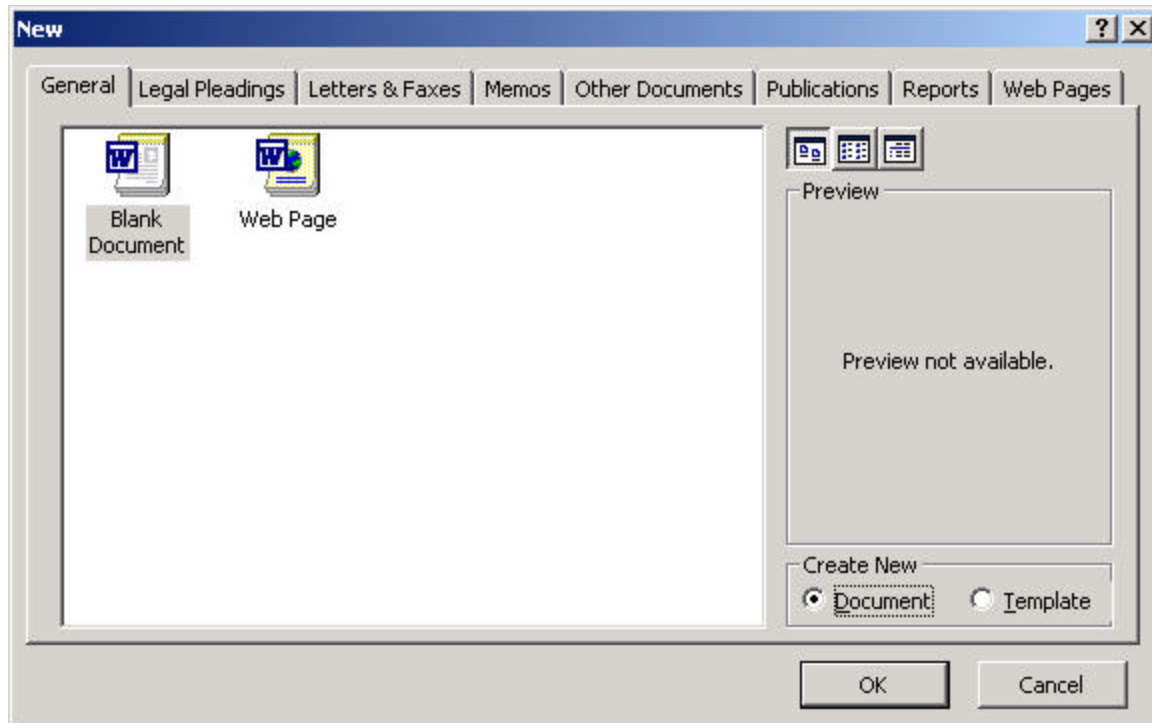


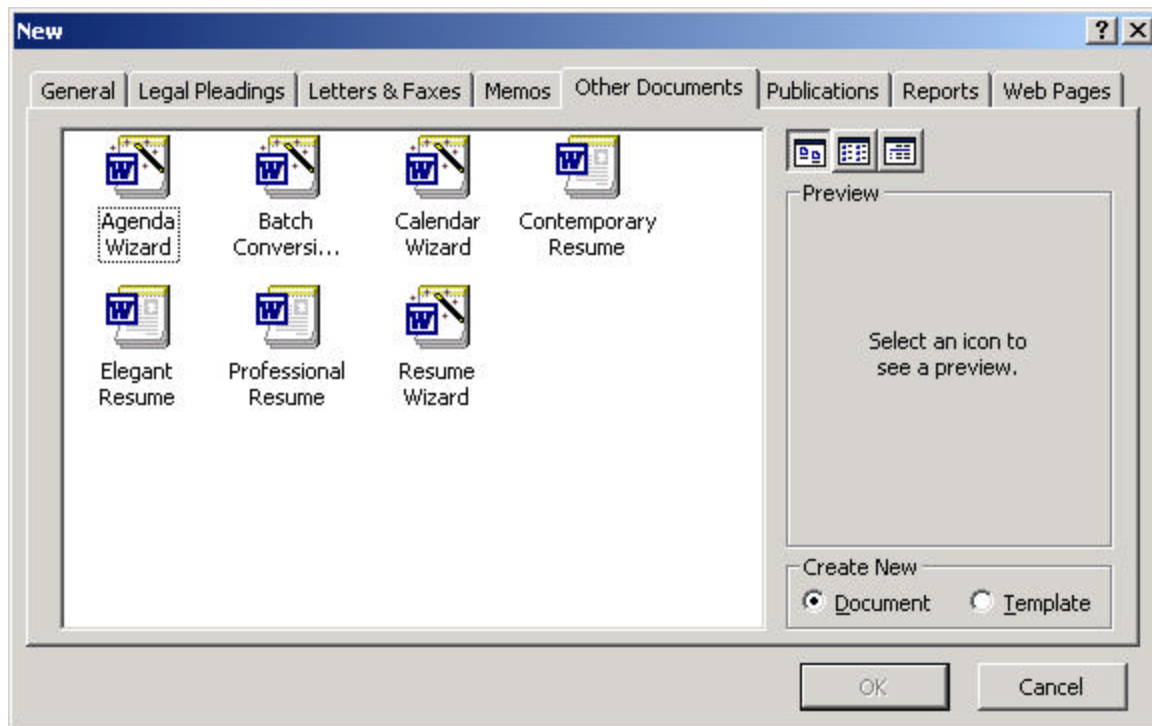
Making a Calendar Using Word 2000

This was written for Microsoft Word 2000 for Windows. Newer or older versions may have different options and ways to do things. Compiled by Sean Pearson (sean@iollan.com) Copyright© 2004. All rights reserved. Copies may be made for educational use only.

1. Open Word.
2. Go to file and select New.
3. This should pop up:

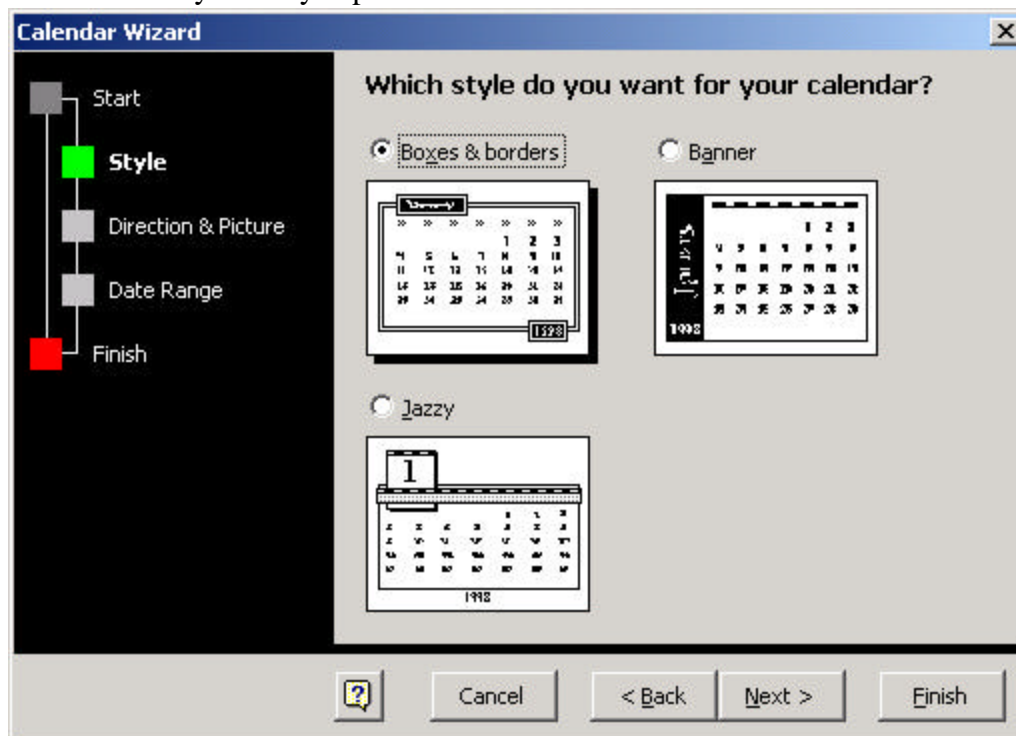


4. Select the Other Documents tab and double click on Calendar wizard.

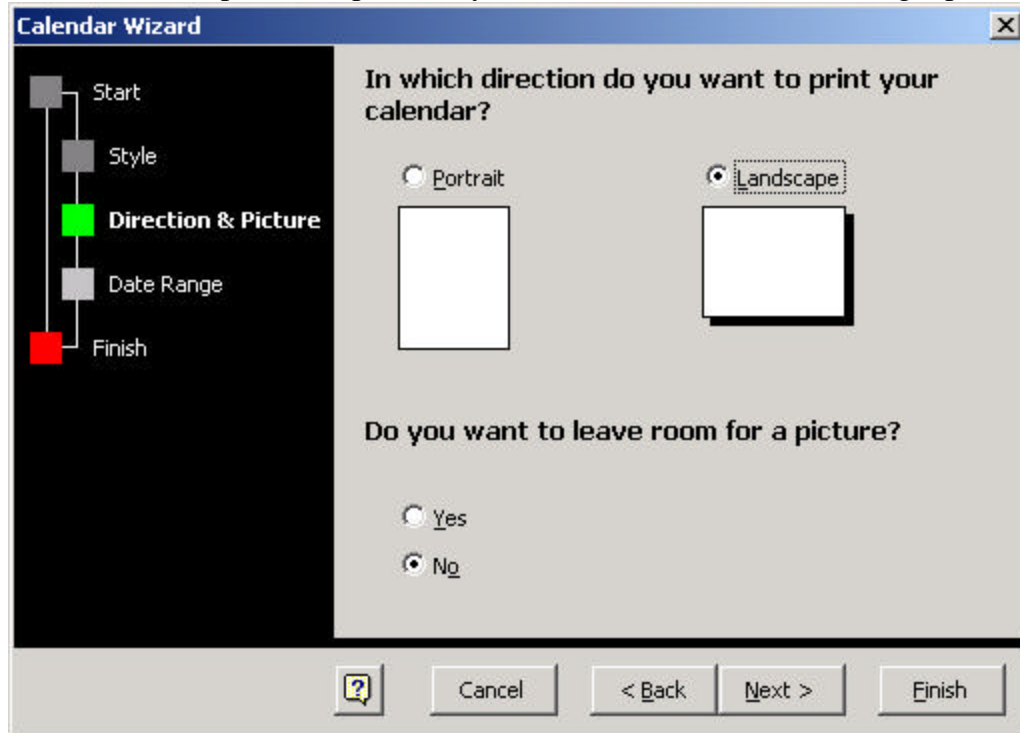


5. Hit Next on the screen that pops up.

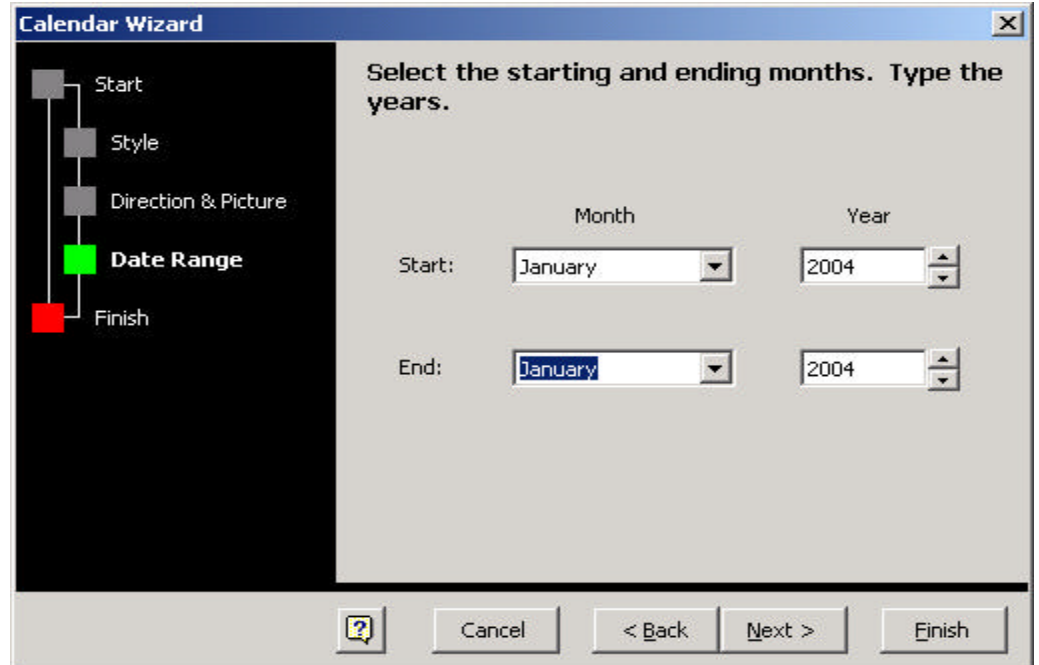
6. Select the style that you prefer and then hit next.



7. Select landscape for the picture layout and click on No for including a picture. Hit Next.



8. Input the month and year that you want the calendar to be for. You can do multiple months if you so desire. Hit Finish



9. To enter information in the calendar click next to the number of the date and hit enter. This should take the font size to where it needs to be. Then just type in the information.