

# How to make a calendar

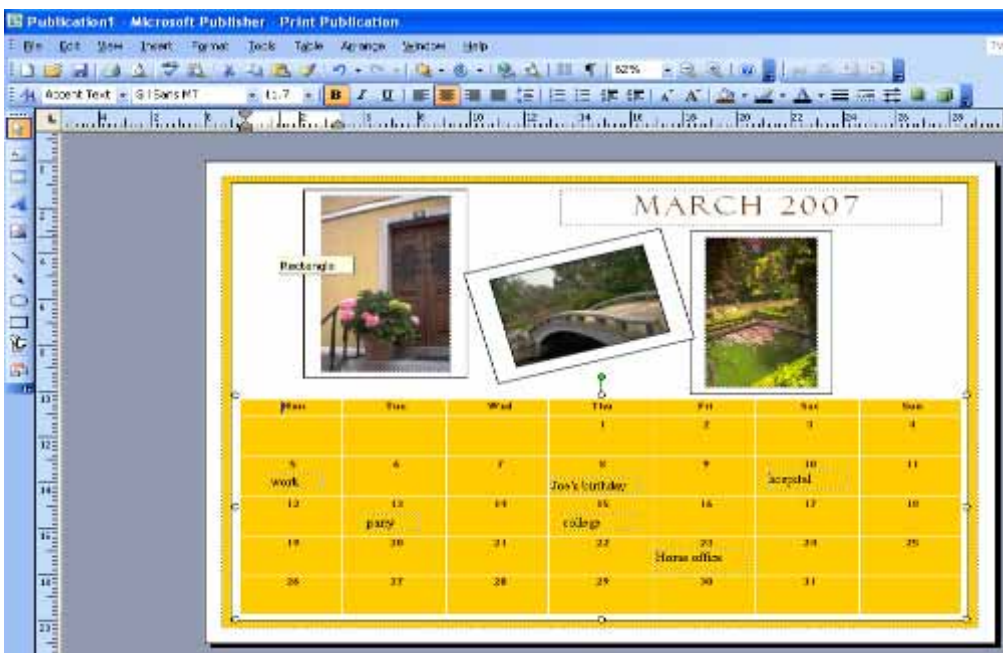
A calendar can help you remember things you have to do on any given day.

You can put any information you want into it such as: birthdays, anniversaries, hospital and doctor's appointments, home office appointments - anything you need to remember.

It will also help you with the days of the week, months of the year, and numbers.

Calendars can show the whole year or show month by month.

Here is a monthly calendar with some things written in to it. (It only shows one month at a time).



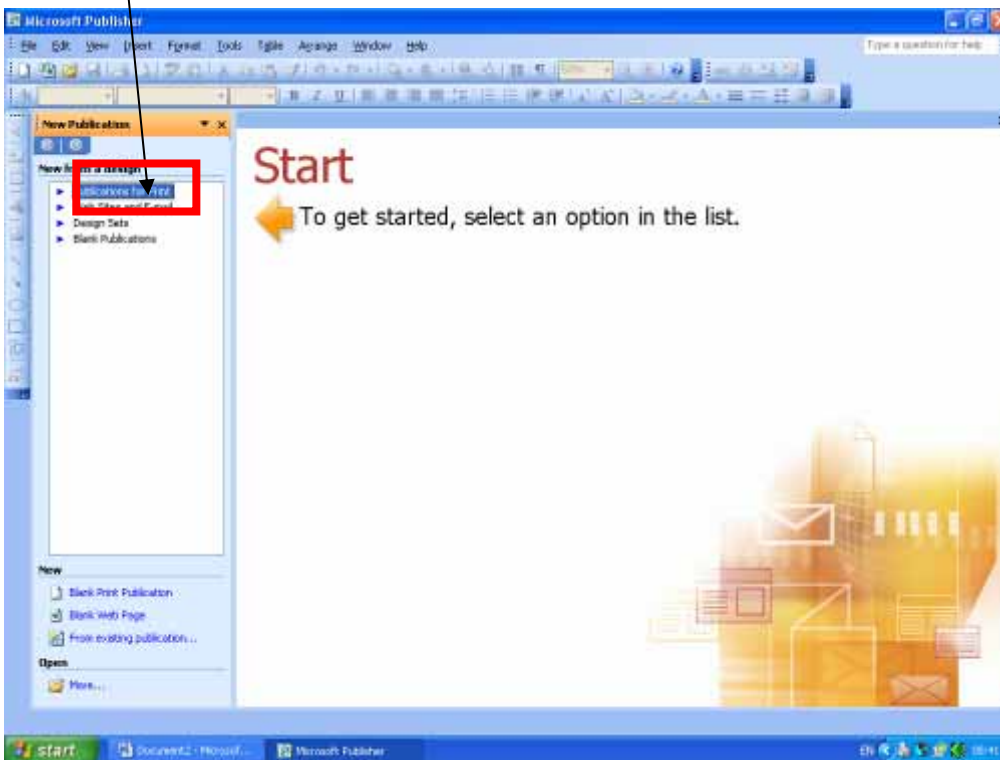
Look at the pictures on these pages and make your own calendar.



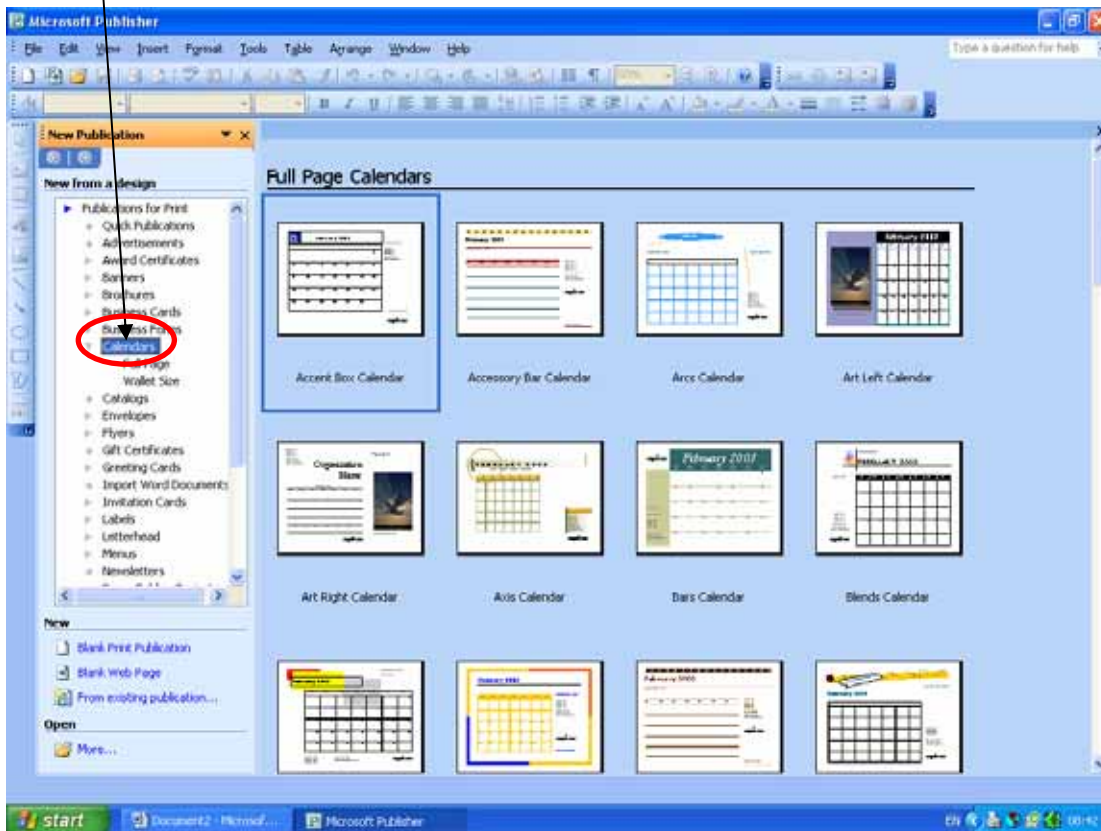


**First**, click on **start**  
**Then** move the mouse pointer to **programs**,  
**Next** go to **Microsoft Office**  
**Finally** click on **Microsoft Office Publisher**.

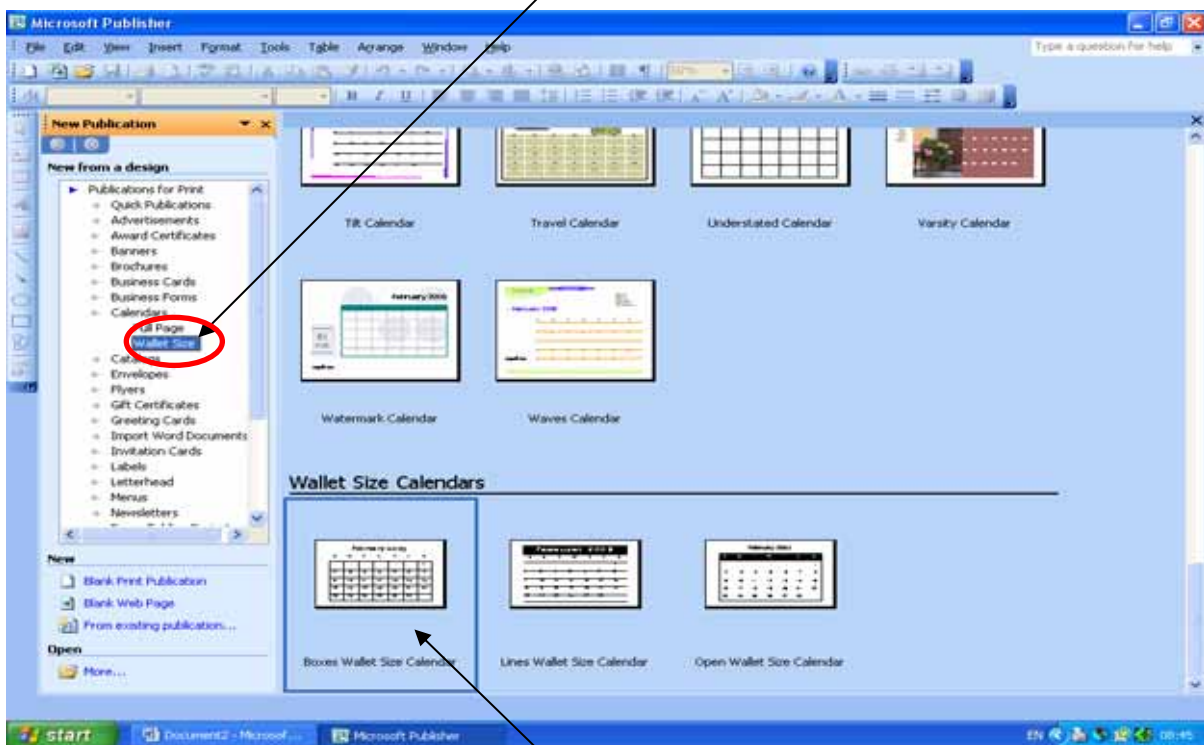
Click here for a new publication



Click here for a calendar

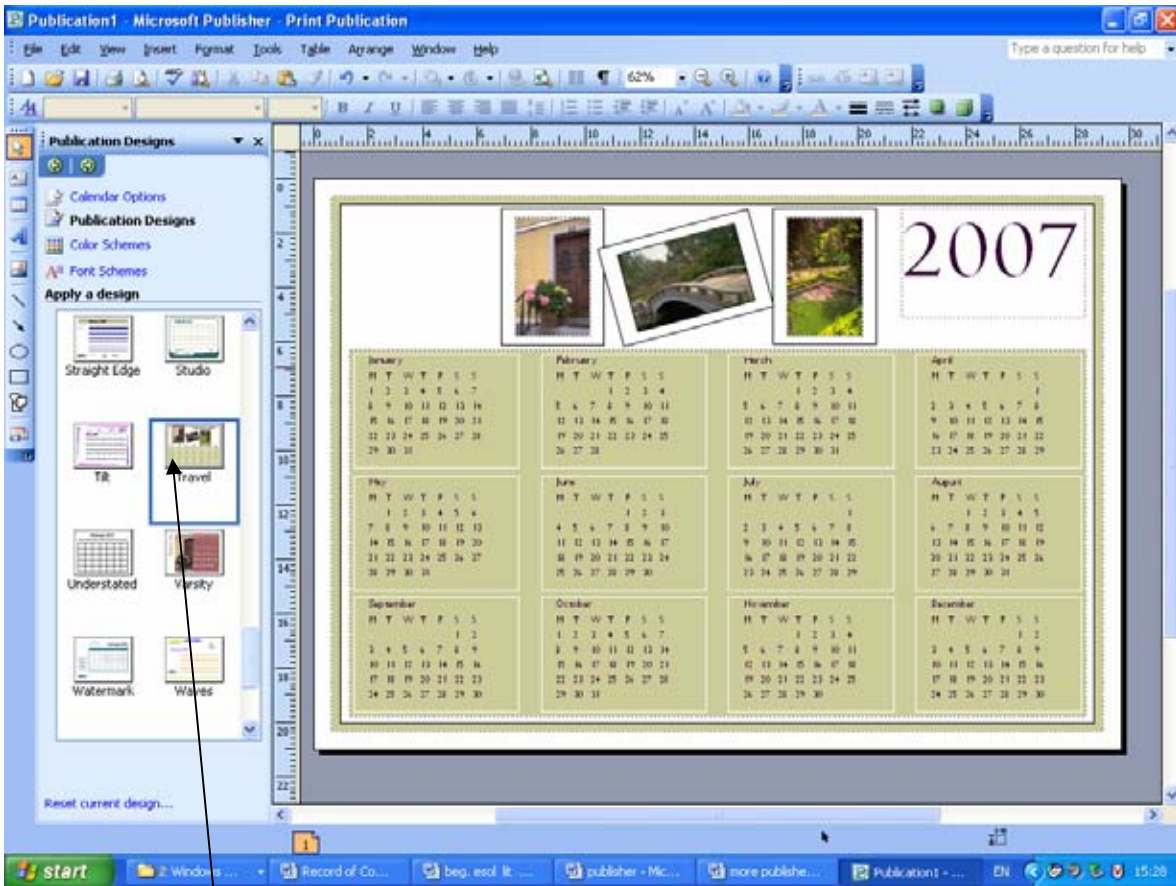


Click here



Now pick a calendar

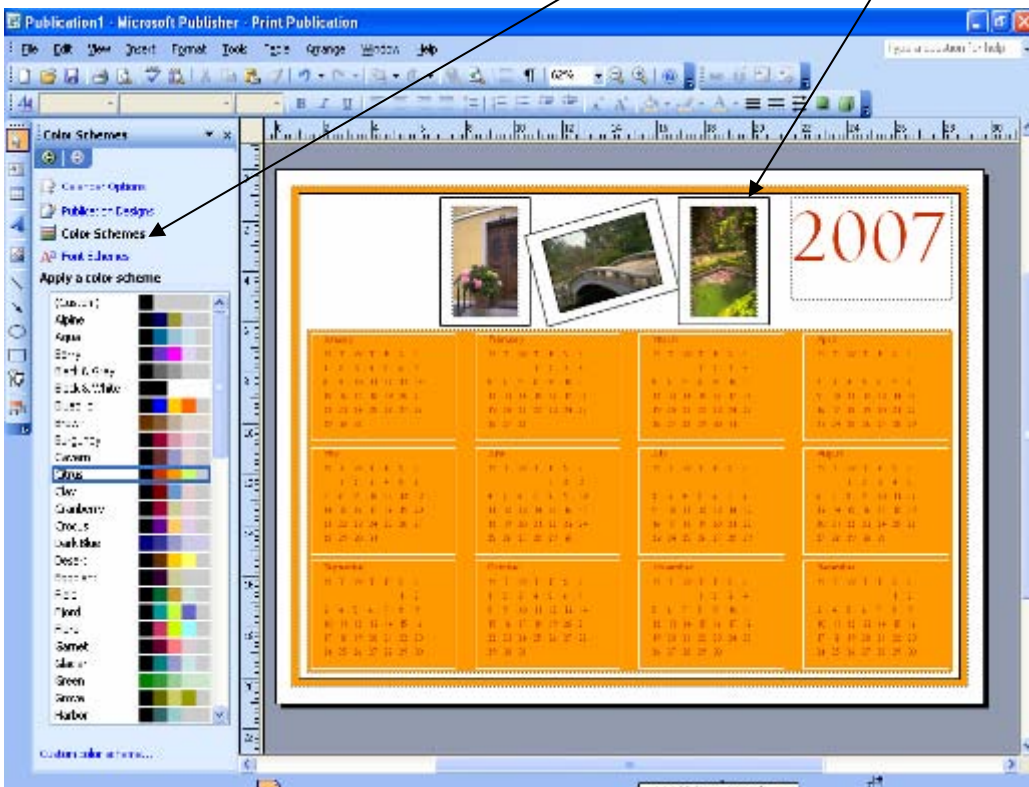




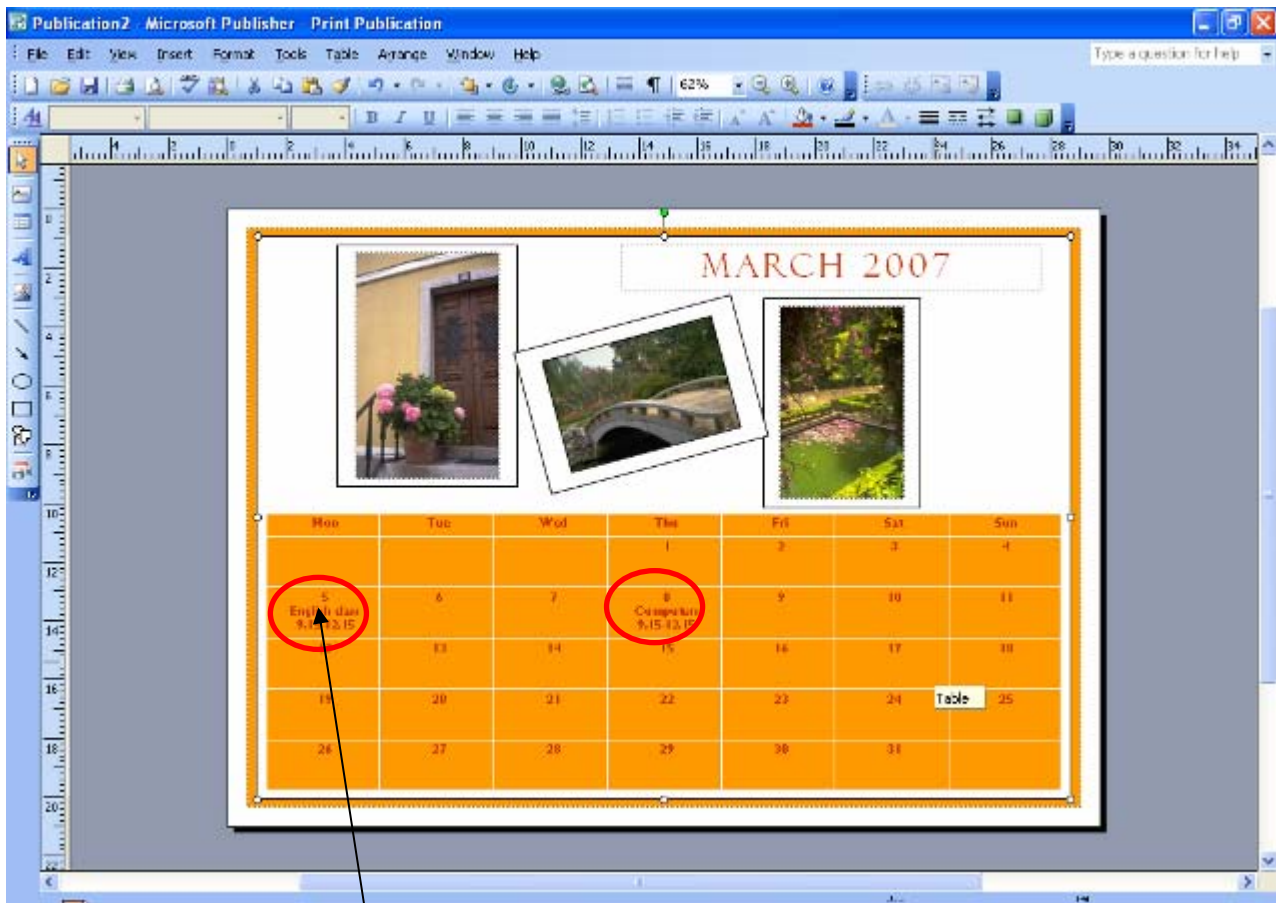
Pick a design

You can put in another picture (click insert, picture, clipart)

Pick your colours



Kindly contributed by Cathy Barton [catherine.barton@glasgowmet.ac.uk](mailto:catherine.barton@glasgowmet.ac.uk) (originally used in an Entry level ESOL-ICT class).



If you move the mouse to a date, then click, you will be able to type in your information.

When you are happy with your calendar, remember to save into your folder.

