

RHP Computer Applications Class

9-1 Creating a Calendar & Bookmarks Name _____



We will be making a calendar in this exercise (in Word), utilizing an item called a bookmark to jump from month to month.

First, starting with a new document, go to page setup and choose landscape as the paper orientation. Next, make a table with 1 row and 12 columns. In each cell (starting from the left), type in the names of the months (starting with January). It should look like this:

January	February	March	April	May	June	July	August	September	October	November	December
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The calendar you create will be for the **next calendar year**. You will create a calendar month by month starting with January by creating a table with 7 columns and 8 rows for each month. Merge the top row of cells together into one cell and type the month and year in that cell. Center the month and year in the cell.

In the next row, label each cell with a day of the week, starting with Sunday and ending with Saturday. When you are done with this step, your first month should look like this (where YYYY is the year of the calendar you are working on):

January YYYY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Next, select all the rows that are below the days of the week, and make the height 40 points (pull down the table menu, choose Table Properties, then click on the Rows tab, choose Specify Height, and then in the box to the right, choose .5”).

Make sure the Tables and Borders toolbar is visible. With all the cells still selected,

click the justify upper left icon .

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Now you can add the day numbers to the calendar. Check the Internet for a calendar how many days each month has and on what day of the week each month starts with. You can use the table below to help you keep track of the months as you work.

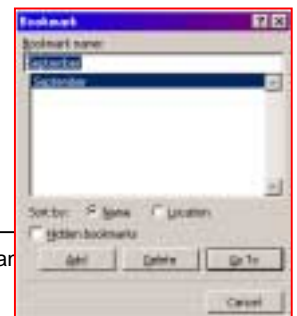
Month	Starts on (Day of the week)	Number of days In month
Jan		
Feb		
Mar		
Apr		
May		
June		
July		
Aug		
Sep		
Oct		
Nov		
Dec		

Next, you will shade the cells of your tables that don't have a date in them (these will be at the beginning and the end of each month). Bring up the Tables and Borders toolbar.



Select the cells you want to shade and click on the arrow next to the shading icon. Choose a color you want to shade with. By clicking on the paint can, you can now shade any selected cell.

After you have completed this task, you will now build bookmarks into your document for navigation purposes. Go to each month in your calendar and select the month name. Next, pull down the Insert menu and choose 'Bookmark'. Type in the name of the month as the name of the bookmark (it may be there for you already). Click on OK. Do this for each month.




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Now it's time to link each month to the months at the table that you placed at the top of your document (the one with 12 columns with the names of the months in them) using what we call a 'hyperlink'. Go to the top of your document and select the first month (in the first table you created with all the small month names in it). Click on the icon of the

world with a 'chain' on it  (the insert hyperlink icon) or hit Ctrl-K. Go to the 'Name location in file' section and click on the browse button. Choose the matching bookmark and click on OK. Do the same for each month, so that when you click on a month, you are taken to the beginning of that month in your calendar.

Make sure and test your document and then save it.
Email the calendar file with the subject line **Compapp 9-1 lastname**.