**Computer Technology**

**Publisher Assignment**

**Assign 3**

Create a calendar for October and November 2012

Instructions

1. Open MS Publisher/ click on Calendars
2. Select a layout that you like.
3. Change the Business Info areas to your individual information.
4. Add the following information to the calendar:

October 2-3 Parent Teacher Conference.

October 5—No School!

October 8—No School!

October 18-19—UEA No School!

October 31—Halloween!

1. Save your document. Name it October Calendar
2. Open a new calendar.
3. Under Timeframe (right hand side)SET CALENDAR DATES
4. A task pane appears for you to change the calendar dates.
5. Choose November 2012 for both start date and for end dates.
6. Add the following info to the new calendar.

November 1—End of Quarter

November 4—Daylight savings ends. (set your clock back)

November 21—26Thanksgiving Holiday

November 23—No school—Black Friday—go shopping.

1. Save your document. Name it November Calendar
2. Turn in both calendars electronically.