**Computer Technology**

**Publisher Assignment**

**Assign 3**

Create a calendar for March and April 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:

March 1—Parent Teacher Conferences

March 2—NO School

March 11—Daylight Savings (Turns your clocks forward)

March 23—End of 3rd Quarter

March 26—No School for Students

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

April 5—Your Teacher’s Birthday. Remember to say Happy Birthday

April 1-8—Spring Break! Yahoo!

April 1-8—Hang out with friends. Have Fun

1. Save your document. Name it April Calendar
2. Turn both calendars into the Hand In folder.