

CALENDAR MAKING 2003/2007

Objective

To have a great time producing a gift calendar for family and friends, personalized with your own photos and special dates, such as birthdays and anniversaries.

Description

This course uses Microsoft Word 2003 or 2007 to carry out the work and you will learn how to use them to layout calendar pages adding your own creative features as well as how to add a photograph of your own to each page. You will also learn how to print your calendar and what paper to use so that you can make more copies at home. Arrangements are made to have your calendars professionally bound.

Prerequisites

You will need to bring your own Flash Drive loaded with your own photos.

Competence in the use of the flash drive is required as well as familiarity with the use of Microsoft Word.