Calendar

1. Open up calendar template from my web site.
2. Go to the Insert ribbon and click on Footer. Align the text to the right (Ctrl+R) and type your name and period.
3. Decide on a theme for your calendar (i.e. sports, music, favorite animal, hobbies, vacation spots, holidays).
4. Go to the Internet and find four pictures you would like to include on your calendar. Save them to your flash drive.
5. Go the Insert ribbon and click Pictures. Locate your saved pictures.
6. Once you have found them, select one and click Insert.
7. Repeat these steps for your other three pictures. Rotate and arrange your pictures so they are arranged nicely and balanced on the left 1/3 of the page.
8. Select one of your pictures and go to Picture Tool format ribbon. Apply a picture style, border, or effect to the picture. Do this to your other three pictures.
9. Insert WordArt that says something that fits with the theme of your calendar.
10. If you would like, you can go to the Page Design ribbon and choose a new color scheme for the calendar from the choices you see.
11. Save to your flash drive and print.

Greeting Card

1. Open up card template from my web site.
2. Decide what kind of card you are going to make.
3. Locate pictures or Clip Art that are appropriate for the card you are designing. You may find these in Publisher or on the Internet. Save to your flash drive.
4. Select the cover of your card (Page 1).
   a. Apply the picture(s) to the front of your card. Be sure that your card is not cluttered and that your pictures are not competing with each other.
   b. Insert text using Wordart or a text box. Format your text so that it is readable and coordinates with the color scheme you are using.
5. Select the inside of your card (Pages 2 and 3).
   a. Use a text box to insert a message on the inside of your card.
6. Select the back of your card (Page 4).
   a. Find a picture on the Internet or on Clip Art that you can use for a logo.
   b. Select the picture placeholder. When the browse window pops up, locate and insert the picture/logo you chose.
   c. Select the text box and fill in your name.
7. Save to your flash drive and print.