Problem: Many of your students' parents have contacted you regarding information about your class assignments, activities, field trips, etc. The information does not seem to get home to them as it should. You decide that the best method is to send a monthly calendar home to your students' parents. You want the calendar to be attractive but usable, with plenty of space to make entries. You can make a Monday—Friday (school week) calendar or a Sunday—Saturday calendar.

Instructions:

1. Using the Microsoft Word table function, prepare a calendar for your class. Set your margins to .6" left, right, top, and bottom to make good use of the **complete** page.

2. Carefully read the project instructions, review the rubric, and look at the examples before you begin.

3. Include a heading with your name, the class name (Mr. Jones' Math Class), and the month (your choice) and year. (See page 3 of this project handout)

4. Include the following information on your calendar:

   a. Show the due date for at least ten major assignments (tests, reports, poems, leaf collections, etc).
   b. Show the dates for at least three student birthdays.
   c. Show the date for at least one field trip, guest speaker, **or** special event.
   d. Show the date for at least one vacation day—no school for students (holiday or teacher in-service day). Be sure to include the "No School" notation.

5. Check to make sure that the information is readable and each type of entry is easily identifiable (i.e., birthdays in all capital letters and red font, assignments in green fonts, holidays in blue font, etc.). Be consistent and it will make the calendar more user friendly.

6. Insert at least one graphic on the calendar.

7. Save with the filename: First and Last Name Class Calendar (For example: Brenda Linn Class Calendar).

NOTES

As illustrated, you can insert graphics in the cells, insert textboxes, and key text in the usual manner. You can center, left align, or right align the date and/or the text you enter.

Look at the example calendars in the folder named *Class Calendar Examples*. A note of caution: These examples are not intended to represent error free calendars; always follow the project directions and refer to the project rubric.

I would recommend you refer to the files named *Bottom Border Will Not Print* and *Text Wrapping Around a Graphic* in the Handouts and Exhibits folder before you begin this project.

STUDENT NAME_____ **CLASS PERIOD** _____

Rubric for WORD Portfolio Project
Class Calendar
<u>MUST BE SUBMITTED WITH YOUR PROJECT FOR GRADING</u>

Description	Point Value	Points Earned
Heading includes information as directed	15	
Calendar includes the following:		
² Due dates for at least ten major assignments	50	
² Dates for at least three student birthdays	30	
² Date for at least one field trip, guest speaker, or special event	10	
² Date for at least one vacation day—No School (holiday or teacher in-service)	10	
Entries are readable (appropriate font size and type)	10	
Each type of entry is identifiable/consistent in appearance—for example, all birthdays are in the same font, font color, etc.	30	
Graphic included	10	
Calendar is attractive and organized	20	
Student made good use of the **entire page**	15	
Correct Spelling, Grammar, and Punctuation—5 points for each error		
Total Points	**200**	

NOTES:

Reset your left, right, top, and bottom margins at .6".

Key the heading lines.

Hit enter to move the insertion point beneath the heading.

From the menu bar, choose *Table*; *Insert*; *Table*. Select the appropriate number of columns and rows. Choose *Auto Fit To Window*.

Monday	Tuesday	Wednesday	Thursday	Friday
2 Ashley Smith Birthday	3	4	5	6 *Don't forget to take your study guide home*
9	10	11 EXAM 2	12	13
16	17	18	19	20
23	24	25	26	27
30	31			