

Tech Tip:

AppleWorks Calendar Assistant

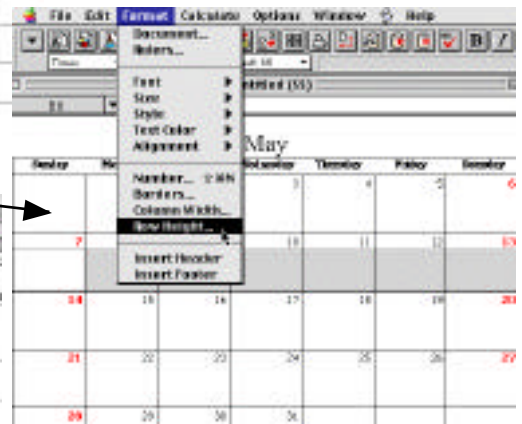
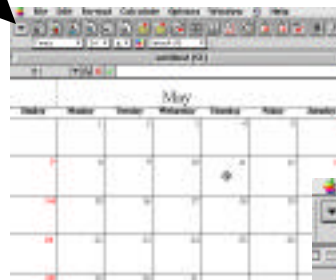
AppleWorks has many “assistants” or wizards to help you create different documents. One of these assistants creates a calendar.

To create a calendar using Assistants:

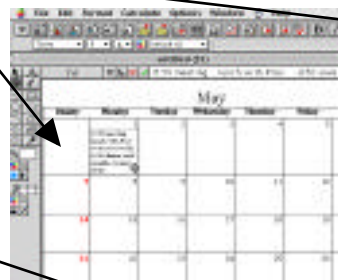
1. Open AppleWorks and click on “**Use Assistants or Stationery**”
2. The AppleWorks Assistant will begin and guide you through the process.
3. Choose the month and font for your calendar.
4. AppleWorks will create a simple half page calendar in spreadsheet.



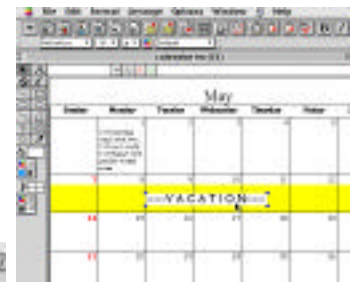
5. You can **resize** the calendar day cells so they are longer by highlighting a row and going to Format- Row Height. In this example I changed the height to 70. In that size I was able to get 7 lines of text in. To have a list wrap to the next line try typing 5 spaces.



6. Cells can also be filled in with a color. Show your tools (Window-Show Tools). Highlight the cells you want to color. On the left select the fill color from the color palette.



7. You can also add clip art using the AppleWorks library (file- library).



8. A floating text box can be added. In my example it denotes a week of vacation and floats over several cells. Click on the “A” tool in the toolbox and draw a text box on your calendar. You can move and size it as you like.

