

Making a Daytimer

1. Click on file.
2. Choose page setup
3. Change your top margin to .3; change your bottom margin to .7; change your left and right to .5.
4. Click on paper size tab
5. Choose Landscape by selecting Landscape
6. Click OK
7. Type the word month and make an underline about 20 characters long using the underline key next to the zero on the keyboard.
8. Type the word week of and make an underline about 20 characters long.
9. Click on table
10. Choose insert table
11. Key 8 columns
12. Key 11 rows
13. Skip the first cell and type Sunday through Saturday
14. Click inside the second row
15. Hold down shift Key and select the rest of the table
16. Select table
17. Click on table
18. Choose table properties (make sure you are on normal view)
19. Specify height .7
20. Click OK
21. Click in first row
22. Click on table
23. Select column
24. Choose table properties
25. Make the first column about .7 inches
26. Click OK
27. Fill in these times; one in each cell in column 1
28. 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00