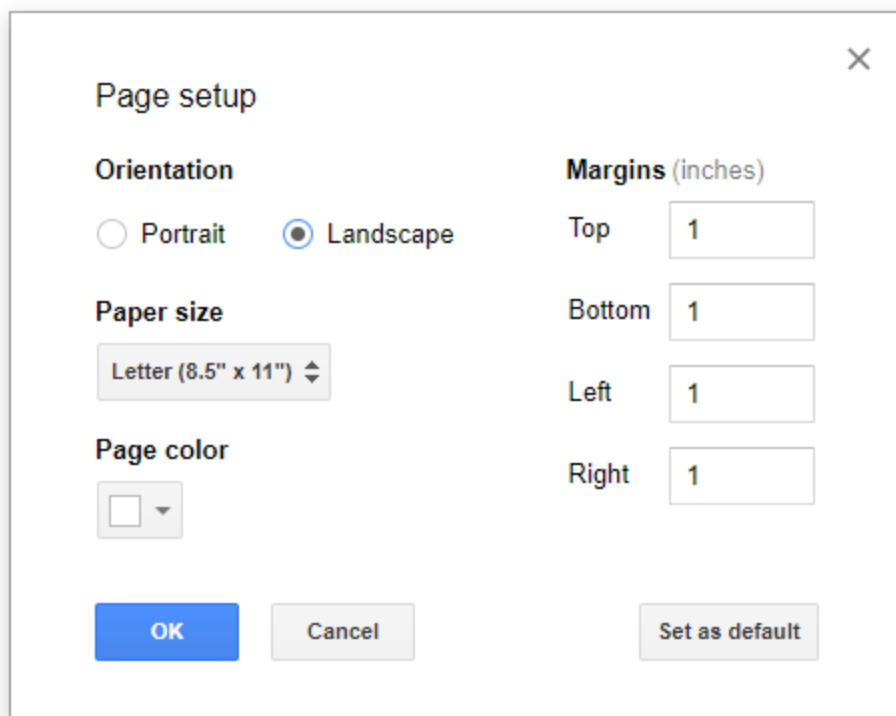


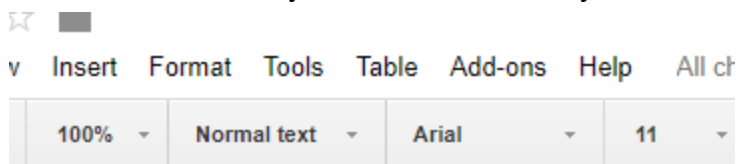
How to Create a Calendar Layout on Google Docs

One thing that can be really useful for teachers, is to have a calendar made that is just for their class, that has links to activities and notes. Here you can see how to create a calendar layout on a google doc.

1. The first thing that I did was I went to **Page Setup** under **File**, where I changed the Orientation of the page so that it Landscape instead of Portrait. After the little dot next to the Landscape option was darkened, select **OK**.



2. Then go to **Table** at the top of the page, then select **Insert Table**. From there you can select how many rows and columns you would like your table to be.



3. A blank table will pop up after you have selected how many rows and columns you would like to have.

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4. Then you can complete your calendar, change the size of the boxes, and just customize the calendar so that it works best for you. You can also add links to presentations, and notes. Then you have a calendar, that you can edit and change throughout the year to help keep you and your students more organized.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Presentation	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28