

Microsoft Word Exercise 4- Tables

In this exercise you will practice

- Creating a table
- Changing the Margin size
- Changing the page Orientation
- Navigating and using tools on different tabs
- Using Save and Save As
- Copying and pasting between documents

Produce the calendar shown below. Make your calendar as attractive as possible. You will earn marks for this

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
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	29	30

Celebrating April!

In St. Paul, April is the start of spring! Warm weather, melting snow, and returning green are all signs of a new season. The month of April is also a time to recognize many causes. Look at the list below to see the different causes that are celebrated in this month.

- Jazz Appreciation Month
- National Poetry Month
- Sexual Assault Awareness Month
- National Poetry Writing Month
- National Arab American Heritage Month
- National Child Abuse Prevention Month
- National Library Week
- National Volunteer Week
- National Park Week
- National Public Health Week