**STEPS FOR CREATING CALENDER**

1. Launch MS Word and insert required number of tables by going to insert menu and clicking on Table option.
2. By clicking in the cells of table, you will be able to write desired text. So put dates and days there.
3. You can shade any entire row or column or any singe cell, too.
4. To do this, go to home menu and click on respective icons and perform accordingly.
5. You can insert images and clip arts too. To do this, go to insert menu and click on respective icons and select your required item. After clicking on it, resize it as required and put it on desired cell. You can edit your image as required by left clicking on it and edit by by seecting required option.
6. After finishing everything, save your file by going to file menu and selecting Save option.