## Steps

- 1. Click the List remenu in the top-right corner
- 2. Select "Month" from the dropdown options
- 3. Click the button located in the top-left corner
- 4. Click the + button next to "My Calendars" in the menu
- 5. Type "Travel" in the field labeled "Create New Category"
- 6. Select the red color from the available options
- 7. Click Save button
- 8. Click (+ create ) button, positioned at the top of the main menu
- 9. Type "City tour" in the "Add title" text box
- 10. Type "Walk around Paris" in the "Add description" field
- 11. Select the start date next to the (s) icon and set it to upcoming Sunday
- 12. Select 06:00 AM from the dropdown options as the start time
- 13. Select 12:00 PM from the dropdown options as the end time, in front of the icon



- 14. Select Travel "Travel" from the dropdown options
- 15. Click Save
- 16. Click save button on the top right corner to indicate task completion