

Calendar of Important Events

Directions: Create a 6 month calendar of upcoming holidays, important dates, etc. using Microsoft Word. You will create a table for each month on it's own page including important dates, pictures, and some sort of theme for the month name. There should not be any extra rows or columns in your calendar and you should include a small row at the top with the days of the week.

Here is an example of what one month might look like:

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day 	2	3	4	5	6
7 Sister's Birthday	8	9	10	11 Mom's birthday	12	13
14	15 Martin Luther King Jr. Day	16	17	18	19	20
21	22	23	24	25	26	27
28 National Kazoo Day	29	30	31			

Follow the rubric below.

- **TIP:** do not resize your calendar until you are finished inserting your dates/pictures/etc. for the month.

Calendar Set-up	Scoring
Page Orientation set to landscape	0 2
6 Months included (6 tables, one on each page)	0 1 2 3
Months start and end on the correct day of the week	0 1 2 3
No empty cells are left in the calendar (shade in any cells that are blank before or after the month begins/ends)	0 1 2 3

At least 5 important dates are included each month	0 1 2 3 4 5 6
At least 1 picture is inserted within one of the cells to represent a holiday or special event	0 1 2 3 4 5 6
Each month name is included at the top of the page	0 1 2 3
Days of the week (Sunday, Monday, etc.) are included in a “header” row of your table	0 1 2 3 4 5 6
Calendar Appearance	Scoring
Cells are all equal size	0 1 2 3
Important dates are easy to read	0 1 2 3
Month titles are represented by a theme (color, font, etc.)	0 1 2 3
Creativity	0 1 2 3
No spelling errors	0 1
Total	____/45