



EP Clothing
Sleek & Stylish

Job #11 Calendar



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Directions: You are going to create a calendar for the month of April. Mr. Boss recently missed a meeting because he is not very organized. He has some dates written down and he wants you to put them in a neat calendar for him to easily see what he has coming up in the next month.

You will use Word to complete this assignment. Like making a memo, there is a template to choose from when you open a new document in Word. Obviously, choose a calendar and then you will have some options. It does not matter what calendar template you choose. You just need to meet the requirements. You may also add other things to spice it up a bit. **TO MAKE LIFE EASIER- YOU MAY CHOOSE TO USE THE CALENDAR TEMPLATE FROM THE WEBSITE.**

Requirements:

- 1) You must have a picture for the holidays
- 2) You need to have a picture for meetings (something that stands out to help remind him)
- 3) You need another type of picture for his personal appointments
- 4) All Dates listed below need to be legible
- 5) You need a Picture/Graphic(s) at the top that represent April

