



School Wall Calendar

When you open the Publisher document, you will see four different colour options for the calendar. Each colour option can be personalised to highlight the days your school has holidays.

1. Select the colour option you'd like to use from.
2. Click on the shaded box on the top left (א' אלול).
3. On the Home tab, double-click the Format Painter tool.
4. Use the Format Painter to shade the days your school has holidays by clicking on each relevant day.
5. Each day includes a text box where you can type events specific to your school.

Print size: A1 long – 59.4cm x 110cm.