

How to Edit The Weekly Planner

- 1) Open up the Word Document file of the Weekly Planner.
- 2) Click “Insert” in the upper left corner next to home.
- 3) Click the “Text” drop down menu.
- 4) Click “Text Box” > “Draw Text Box”
- 5) Draw the text box, so it takes up the time block that your class, meeting, or activity does.
- 6) Write in the name of your class, meeting, or activity.
- 7) Look for the paint bucket icon in the “Shape Styles” section.
- 8) Use the paint bucket icon, “Shape Fill,” to color your block as you like.
- 9) Open the “Shape Fill” dropdown and click “More Fill Colors...”
- 10) On the bottom of the more colors dropdown, you will see “Transparency.” Adjust it to about 50%, so you can see the hour lines under your block.
- 11) The “Shape Outline” icon is just below the “Shape Fill” icon. Use it to change the outline color according to your preference or to delete the outline.
- 12) Repeat this process for each item you want to block into your schedule (or copy and paste blocks for recurring events).

Your schedule should look similar to this when you are done.

Time Management							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7-8	7:30	7:45	7:30	7:45	7:30		
8-9	8:50			8:50	8:50		
9-10	9:05	9:05	9:05	9:05	9:05		
10-11	10:10	10:10	10:10	10:10	10:10		
11-12	11:30 PSYC 10		11:30 PSYC 10		11:30 PSYC 10		
12-1	12:50 PSYC 10	12:15 PSYC 10	12:50	12:15	12:50		
1-2	MATH 3	1:20	MATH 3	1:20 THEA 48	MATH 3		
2-3	2:10 THEA 48	2:25	2:10 THEA 48	2:25	2:10 THEA 48		
3-4	3:30		3:30		3:30		
4-5		4:30		4:30	4:35		
5-6	5:30		5:30	Rotaract Meeting			
6-7	6:30	6:30	6:30	6:30			
7-8		MHU Meeting					
8-9	8:20	8:20		8:20			
9-10			9:30				
10-11							
11-12							