


# Google Calendar User Interface

- Different ways to view the calendar are located on the tabs at the top right of the calendar.




- Month is the default view on our website but you can view a week at a time or choose Agenda for a list of events.

- Move the dates either forward or back by using the scroll arrows  on the upper left of the calendar or click on the dropdown arrow next to the date range to pop up a mini calendar with scroll arrows.



- View detailed information about an event by clicking on the event name. Information from this view may include, the number of sessions for a class, class description and any needed information, location including room number, and a map link to Google maps where you can get directions from your location to the club.

**Graphics in Word** 

**When** Wed, January 16, 1pm – 3pm

**Where** Computer Club of Sun City, AZ Fairway Recreation Center Room D ([map](#))

**Description** Class 3/4

Hands-on class; four two-hour sessions.

Suggested prerequisites: Computing 101 in XP and Explorer in XP, Vista & Windows 7 or comparable experience. Knowledge of word processing is very helpful.

This course introduces the student to the use of Microsoft Word 2010 features to draw a variety of shapes and change their appearance through filling with color, texture, pattern, or a picture. Further, you will learn to: Add text to an object using text boxes and Word Art, change relationships of objects using ordering and grouping techniques, insert pictures into letters or other documents, and modify pictures using the Paint program.

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[more details»](#) [copy to my calendar»](#)

- Click add to My Calendar
- Sign in to your personal Gmail Calendar
- From this screen you can edit any information such as Pop Up or Email Reminders or how often the event repeats.
- Click Save.