

How to make a Visual Timetable

	9-00	10-00	11-00	12-00	1-00	2-00	3-00	4-00
Monday	literacy	IT	123 numeracy	lunch	art	music	home	club
Tuesday	123 numeracy	PE	literacy	lunch	story	drama	home	club
Wednesday	literacy	123 numeracy	IT	lunch	art	PE	home	club
Thursday	IT	literacy	123 numeracy	lunch	cookery	cookery	home	club
Friday	literacy	123 numeracy	PE	lunch	IT	music	home	club

Click on File

Click on **Document set up**

Click on **Landscape, ok**

Click on 

Make a small cell

Right click to highlight blue frame

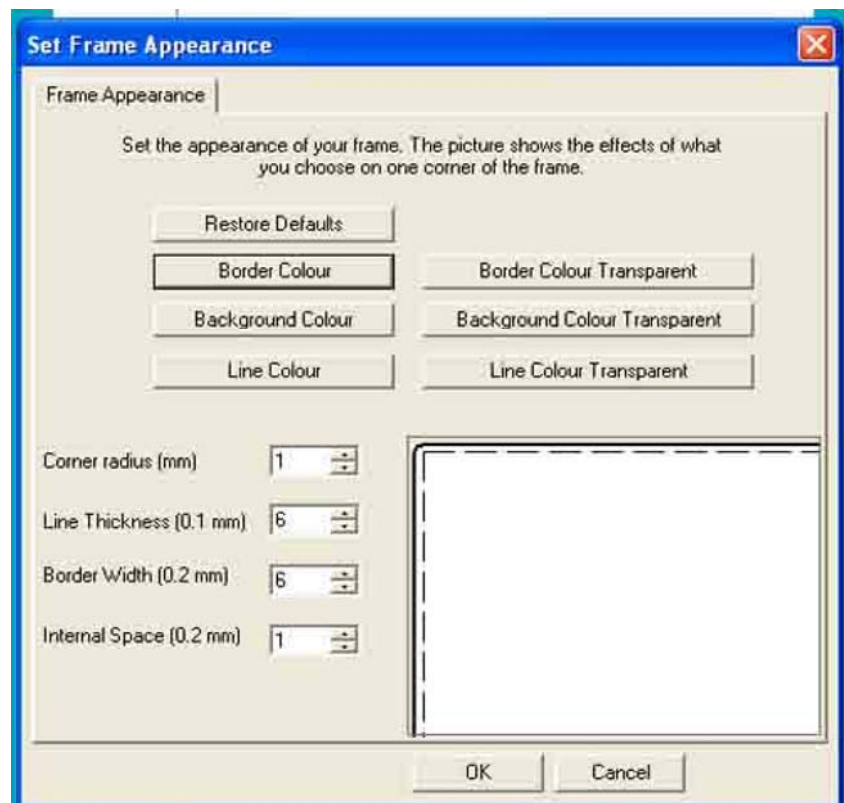
Click on **Frames and Pictures**

Click on **Appearance**

Set as follows

Choose **Border Colour
Transparent**

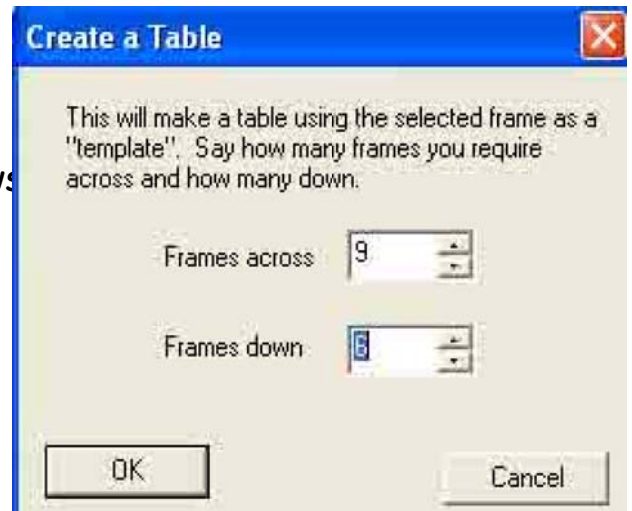
Click **ok**



Click on **Frames and Pictures**

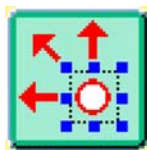
Click on **Make a table** and set as follows

Click **ok**

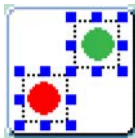


Drag and move yellow frame to size required

Click on **Adjust**



Click on



Click on the top left hand cell and click on **scissors** to delete

Click on next top cell

Click on  then click on all top row cells to group

Click  again until yellow frame appears around top row.

Click on yellow frame and make these cells smaller in depth.

Click on    

Click off yellow frame

Fill in top row of cells with the times of the day, eg, 9-00

Group the remaining 45 cells as before or try this:

Drag a frame across remaining cells making sure all the cells are contained within the frame, then hold **Ctrl G**. This will put a yellow frame around these remaining cells.

Click on  then Click on 

Drag a frame around 5 end cells top to bottom then **Ctrl G** as before. These cells will contain the days of the week.

Click on yellow frame and drag to the left slightly to make these 5 cells a little wider.

With yellow frame still on

Click on    

Click off yellow frame

Fill in the days of the week, Monday, Tuesday etc.

Group the rest of the cells as before **Ctrl G**

Set font size and graphic size e.g. 14 and 16

Click on 

Click on 

Click off yellow frame

Fill in the rest of the cells with activities for the week, etc
literacy, numeracy etc.

To save on typing highlight text then copy and paste from
toolbar for activities which are repeated throughout week.

To colour cells

Click or group selection of cells

Click on **Frames and Pictures**

Click on **Appearance**

Click on **Background colour**

Choose colour

Click **ok**