

You are working with your Holiday Team to create a Calendar

showing your work schedule and calculates total hours of work per week.

Go to File, New, Calendar, Other, and download Blank Monthly Calendar.

Working with your Holiday Team (**Team needs a name**) you will create a Schedule that

1. Shows the month of **December** and the proper **year**.
2. Labels the **days** of the month.
3. Lists each team member and hours they work each day.
4. You will schedule your team to work evenings and weekends starting December 10 and ending December 24, 2014 at 6 pm so that all evening hours (5 to 9) are covered through December 19 as well as weekends between 9 am and 10 pm. After December 19 you have to cover full days up to 6 pm on December 24.
5. Each person needs to work same hours per week.
6. Schedule has to show names.
7. **Schedule must show hours and calculate the total hours per week.**
8. **That means to the right side You need to list worker and automatically calculate total hours for the week.** Remember this is Excel, not Word.