To book a meeting in the OCP Conference Room or Library, please visit: https://www.philasd.org/capitalprograms/ and follow the instructions below.

1. Visit the Office of Capital Programs website, and click on the Employee Conference Room Calendar link.

2. Open the desired Google Sheets page, depending on which room you would like to use for your meeting.

3. Click the WEEK tab at the bottom, and select the cell/box for the time your meeting will begin.
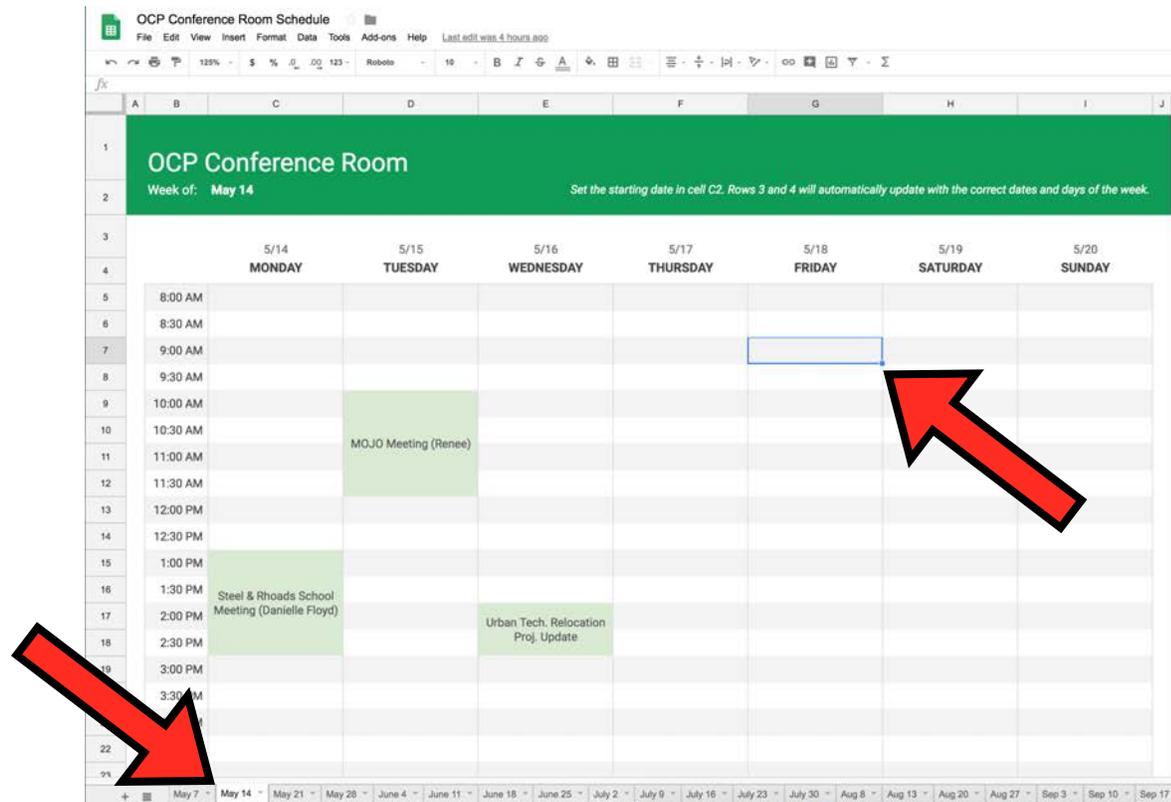
4. Hold the SHIFT key and highlight the cells/boxes you will need for the entirety of your meeting.
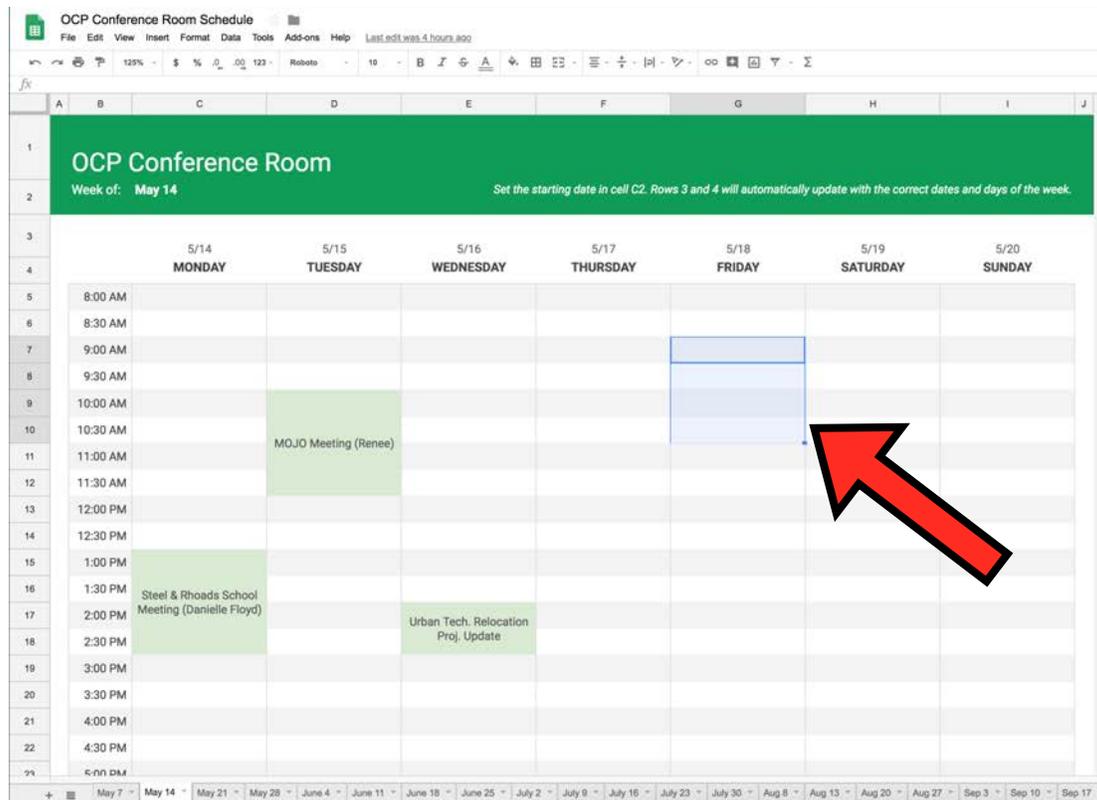
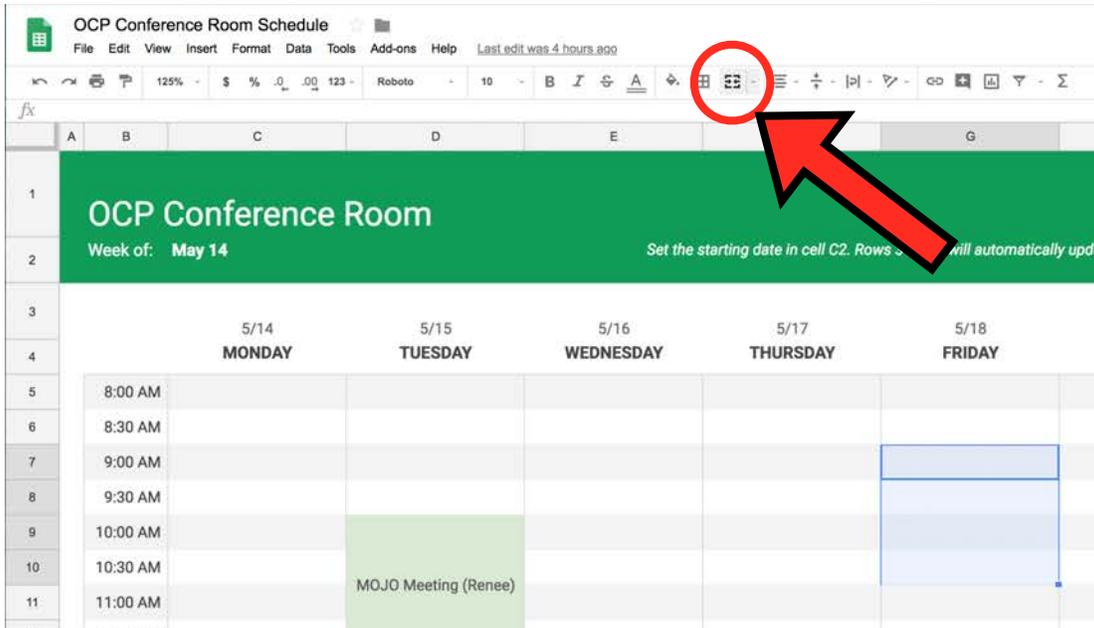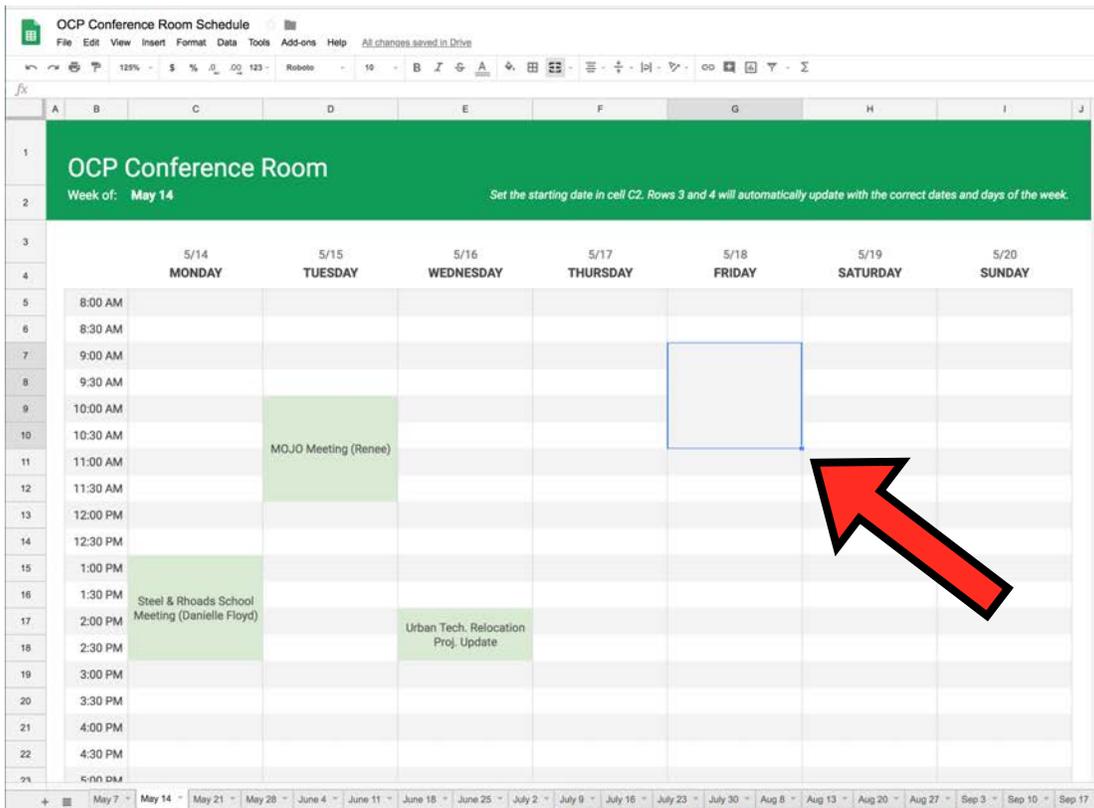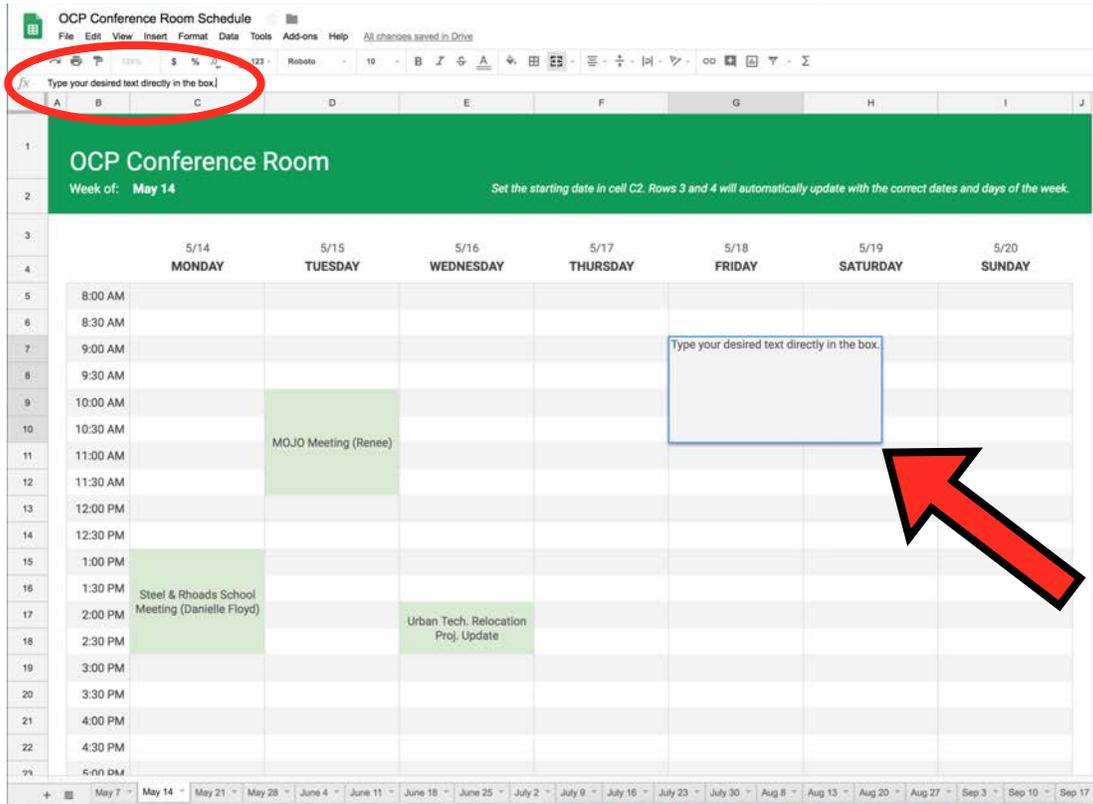5. Click the MERGE CELLS icon in the toolbar at the top of the page.
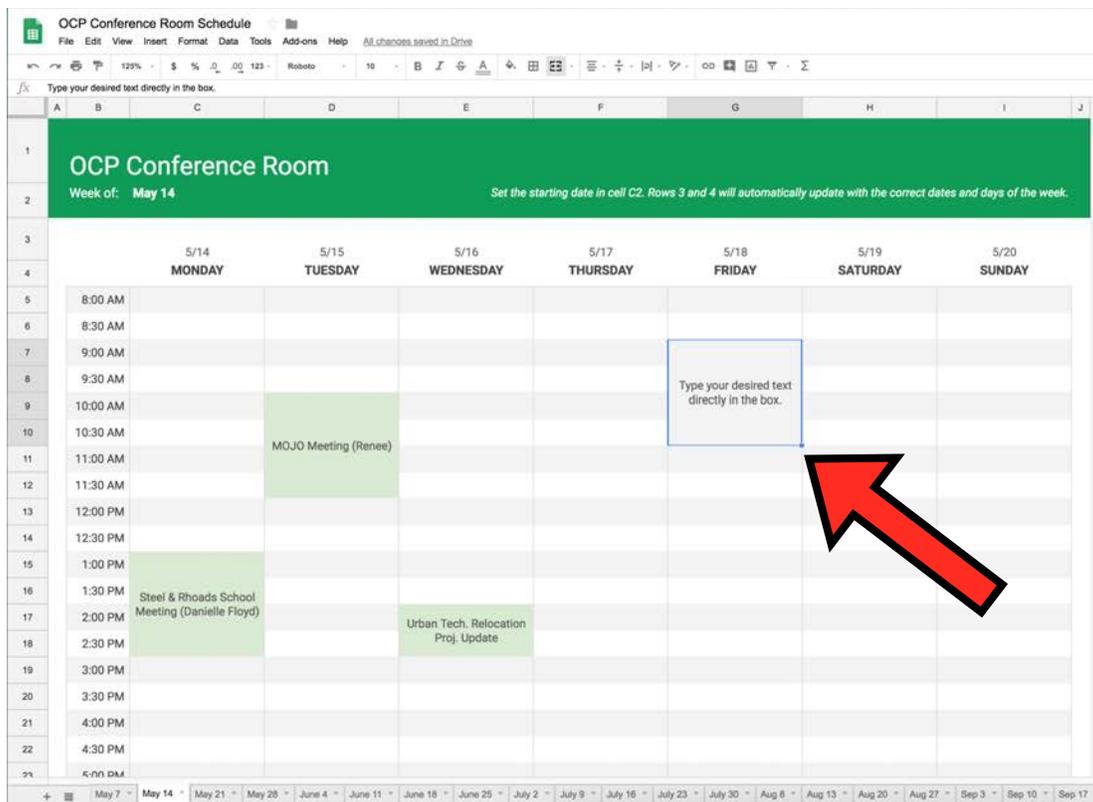

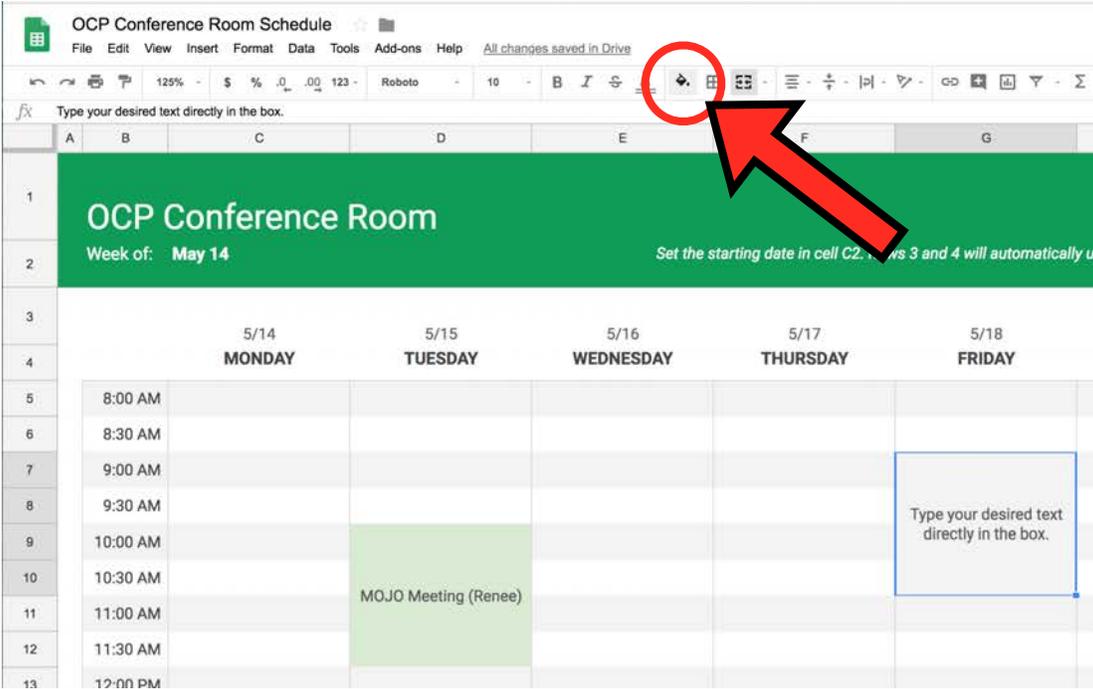Once merged, the entire cell block should be one color.

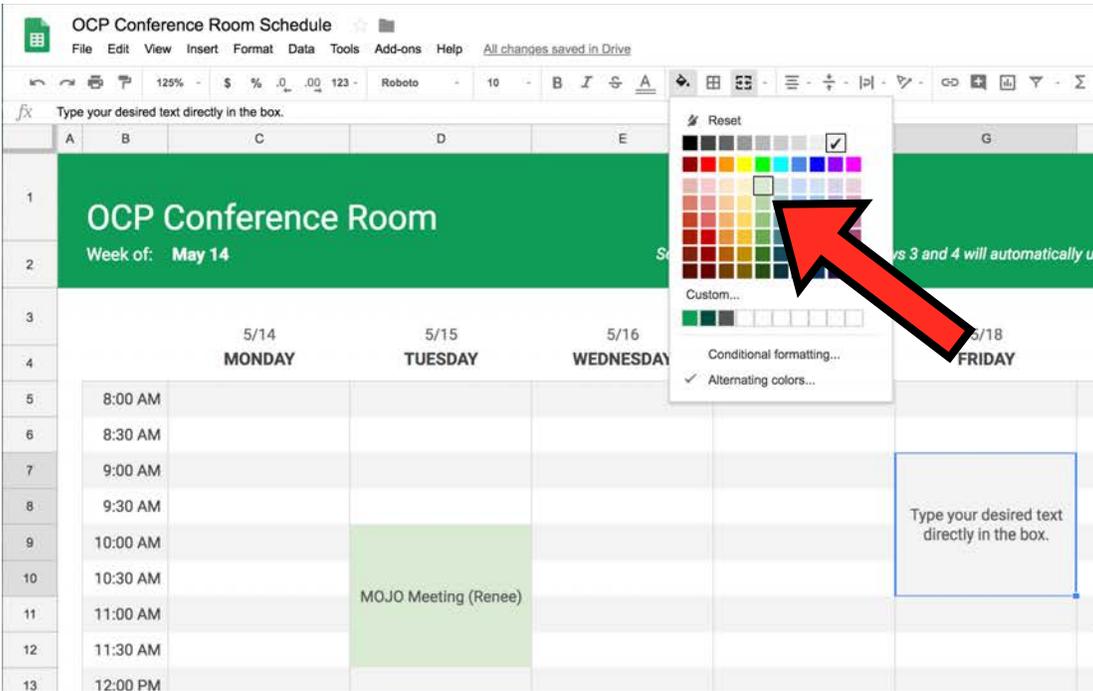## 6. Click your newly merged cell, and begin typing.

7. Hit the RETURN or ENTER key on your keyboard, and your text will fill in your merged cell.
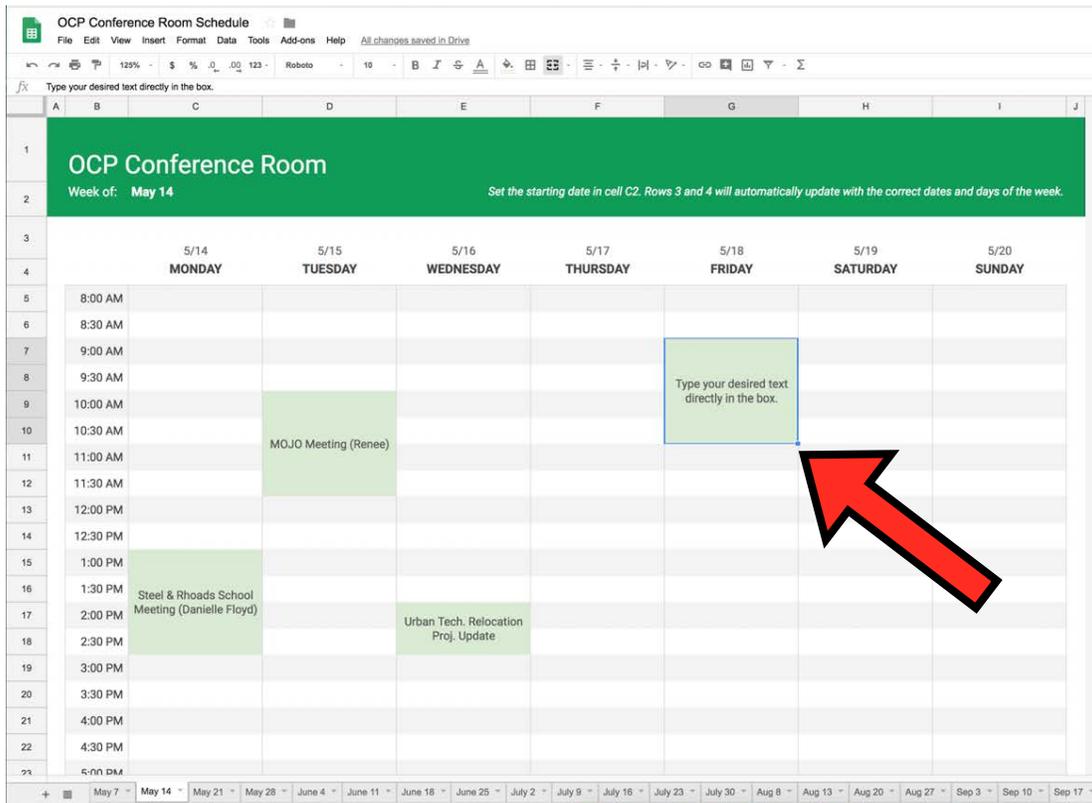
8. Select your cell, and click the FILL COLOR icon on the toolbar at the top of the page.

9. Select the color you wish to fill your cell with. *The standard color for this table is the lightest shade of green.*

Your meeting should look like this. There is nothing else to do here because Google Sheets will automatically save your entry.

If at any point you make a mistake, simply click the UNDO button in the upper left corner of your toolbar.