To book a meeting in the OCP Conference Room or Library, please visit: <u>https://www.philasd.org/capitalprograms/</u> 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.

5	~ 67 1	25% · \$ % .0 .00 123	- Roboto - 10	B I & A * H	· 비· 후· 특	Ø· 00 日 ● Y・2		
Jx	A B	C	D	E	F	G	н	15
1	OCP	Conference	Room					
2	Week of:	May 14		Set the sta	nting date in cell C2. Row	rs 3 and 4 will automatically	update with the correct da	ites and days of
3		5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY	5/19 SATURDAY	5/20 SUND/
5	8:00 AM							
6	8:30 AM							
7	9:00 AM							
8	9:30 AM							
9	10:00 AM							
10	10:30 AM							
11	11:00 AM		MOJO Meeting (Renee)					
12	11:30 AM							
13	12:00 PM							
14	12:30 PM							•
15	1:00 PM							
16	1:30 PM	Steel & Rhoads School						
17	2:00 PM	Meeting (Danielle Floyd)		Urban Tech. Relocation				
18	2:30 PM			Proj. Update				
19	3:00 PM							
	3:30 M							

4. Hold the SHIFT key and highlight the cells/boxes you will need for the entirety of your meeting.

	· 🖗 🏲 🗤	15% - \$ % .0 .00 123	- Roboto - 10 -	B <i>I</i> & <u>A</u> ♥ ⊞	53 - 프 - 후 - 비 - 정	2 - 00 🖬 🗛 🔻 - 1	E	
	в	с	D	E	F	G	н	1
	OCP	Conference I	Room					
	Week of:	May 14		Set the sta	irting date in cell C2. Rows	3 and 4 will automatically	update with the correct date	es and days of the wee
		5/14 MONDAY	5/15	5/16 WEDNESDAY	5/17	5/18	5/19 SATURDAY	5/20
	8-00 AM	monoru	TOCODAT	TED TEOD TI	monopri	TUDAT	UNIUNDAT	OUTDAT
	8:30 AM							
	9:00 AM							
1	9:30 AM							
	10:00 AM							
	10:30 AM							
	11:00 AM		MOJO Meeting (Renee)					
	11:30 AM							
	12:00 PM							
	12:30 PM							
	1:00 PM							
	1:30 PM	Steel & Rhoads School						•
	2:00 PM	Meeting (Danielle Floyd)		Urban Tech. Relocation				
	2:30 PM			Proj. Update				
	3:00 PM							
	3:30 PM							
	4:00 PM							
	4:30 PM							

5. Click the MERGE CELLS icon in the toolbar at the top of the page.

	1.11						
~	97	125% -	\$ % .0 .00	123 - Roboto - 10 -	B <i>I</i> ≎ <u>A</u> ↔	8 83 등 등 - 수 - 19 - 1	Y - G0 □ □ ▼ -
			c	D	-		0
	D	-	v				N.
0		0	oforono	Deem			
	JCP	CO	merenc	екоот			
v	veek of:	Mav			Set the c	terting date in cell 1 2 Pow	s s will automatica
	1 111				Get the a	tarting date in cen oz. now.	
					Det the s	naning oute in cen oz. Now	
			5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY
	8:00 AN	1	5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY
	8:00 AN 8:30 AN	4	5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY
	8:00 AN 8:30 AN 9:00 AN	1 1 1	5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY
	8:00 AN 8:30 AN 9:00 AN 9:30 AN	n n n	5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY
	8:00 AN 8:30 AN 9:00 AN 9:30 AN 10:00 AN	1 1 1 1 1	5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY

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

0		5% · \$ % .0 .00 123	- Roboto - 10 -	B I & A 4	. 🖽 😆	· = · + ·	P - 19 -	00 🖬 🗄 🔻	- Σ	
1	в	c	D	E		F		G	н	10
	OCP Week of:	Conference May 14	Room	Set	the starting	date in cell C	2. Rows 3 (and 4 will automati	ically update with the correct	t dates and days of the we
		5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	ţ	5/17 THURSDAY		5/18 FRIDAY	5/19 SATURDAY	5/20 SUNDAY
	8:00 AM									
	8:30 AM									
	9:00 AM									
	9:30 AM									
	10:00 AM									
	10:30 AM									
1	11:00 AM		MOJO Meeting (Renee)							
	11:30 AM									
	12:00 PM									
	12:30 PM									
	1:00 PM									
	1:30 PM	Steel & Rhoads School								
	2:00 PM	Meeting (Danielle Floyd)		Urban Tech. Relocat	ion					-
	2:30 PM			Proj. Update						
	3:00 PM									
	3:30 PM									
	4:00 PM									
	10.000									

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

× © P	text directly in the box	- Roboto - 10 -	B I & A ₩ ⊞	19 - 프 - 수 - 이	- 97 - 00 🖬 🔄 77 - Σ		
A B	C	D	E	F	G	н	
OCP Week of	Conference May 14	Room	Set the sta	rting date in cell C2. R	ows 3 and 4 will automatically c	pdate with the correct da	ites and days of the
	5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY	5/19 SATURDAY	5/20 SUNDAY
8:00 A	м						
8:30 A	м						
9:00 A	N				Type your desired text direct	ly in the box.	
9:30 A	M						
10:00 A	и						
10:30 A	м						
11:00 A	N	MOJO Meeting (Renee)			-		
11:30 A	N						ζ
12:00 P	N						
12:30 P	w						
1:00 PI	N						
1:30 P	M Steel & Rhoads School						
2:00 PI	Meeting (Danielle Floyd)		Urban Tech, Relocation				
2:30 P	N		Proj. Update				
3:00 PI	и						
3:30 P	N						
4-00 D	м						
4.00 Pi							

7. Hit the RETURN or ENTER key on your keyboard, and your text will fill in your merged cell.

			- Howard - Te	вт <u>е</u> т. Ш	52 · = · + · [4]	· · · · · · · · · · · · · · · · · · ·		
Typ	e your desired te B	c	D	Ε	F	G	н	7
	OCP (Week of:	Conference May 14	Room	Set the sta	rting date in cell C2. R	lows 3 and 4 will automatically	update with the correct da	tes and days of the w
		5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY	5/19 SATURDAY	5/20 SUNDAY
	8:00 AM							
	8:30 AM							
	9:00 AM							
	9:30 AM					Type your desired text		
	10:00 AM					directly in the box.		
	10:30 AM							
1	11:00 AM		MUJU Meeting (Renee)					
	11:30 AM							
	12:00 PM							
	12:30 PM							
	1:00 PM							
	1:30 PM	Steel & Rhoads School						
	2:00 PM	Meeting (Danielle Floyd)		Urban Tech. Relocation				•
	2:30 PM			Proj. Update				
	3:00 PM							
	3:30 PM							
	4:00 PM							
	4:30 PM							

8. Select your cell, and click the FILL COLOR icon on the toolbar at the top of the page.

1	Type your desired text di	rectly in the box. C	D	E	F	G
1	A B	C	D	E	F	6
						0
2	OCP Co Week of: Ma	onference	Room	Set the st	arting date in cell C2.	vis 3 and 4 will automatic
i X		5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY
	8:00 AM					
	8:30 AM					
	9:00 AM					
	9:00 AM 9:30 AM					Type your desired tex
	9:00 AM 9:30 AM 10:00 AM					Type your desired tex directly in the box.
	9:00 AM 9:30 AM 10:00 AM 10:30 AM		NO IO Masting (Passa)			Type your desired tex directly in the box.
	9:00 AM 9:30 AM 10:00 AM 10:30 AM 11:00 AM		MOJO Meeting (Renee)			Type your desired tex directly in the box.

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

5	~ 6 7 1	25% - \$ % .0 .00 12	3 - Roboto - 10	- B	I	<u>s</u> <u>A</u>	۰.		- 22	Ξ ·	÷ - P	- 9-	GĐ	Q	ul.	Υ.
(T	ype your desired t	ext directly in the box.	1				4	Rese	t							
ш,	A B	C	D			E					1			G		
1	OCP	Conference	Room								7					
2	Week of:	May 14				ş					1	vs 3 a	nd 4	will a	uton	natic
		5/14	5/15			/16		Istom		11				5/1	0	
		MONDAY	TUESDAY		WEDI	NESDA	١.,	Cond	itional	formatt	ng		V F	RID	AY	
Ū.	8:00 AM						Ľ	ANOT	aung c	/01013		_				
a -	8:30 AM															
	9:00 AM															
6	9:30 AM											Ту	pe yo	ur de	esired	d tex
8	10:00 AM												lirect	ly in	the b	OX.
0	10:30 AM															
2	11:00 AM		MUJU Meeting (Ren	ee)												
2	11:30 AM															

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

-	> 局 戸 12	123 · · \$ % .0 .00 123	- Roboto - 10 -	B I S A 🔶 🖽	· 데 · 후 · 플 · 환	- 9- 60 🖬 🖬 🔻 - Σ		
T,	vpe your desired te	ext directly in the box.						
Į.	A B	С	D	E	F	G	н	1
	OCP Week of:	Conference May 14	Room	Set the sta	rting date in cell C2. Ro	ows 3 and 4 will automatically (pdate with the correct dat	es and days of the wee
ł								
		5/14 MONDAY	5/15 TUESDAY	5/16 WEDNESDAY	5/17 THURSDAY	5/18 FRIDAY	5/19 SATURDAY	5/20 SUNDAY
	8:00 AM							
1	8:30 AM							
1	9:00 AM							
	9:30 AM					Type your desired text		
	10:00 AM					directly in the box.		
	10:30 AM							
1	11:00 AM		MOJO Meeting (Renee)					
	11:30 AM							
	12:00 PM							
	12:30 PM							
	1:00 PM							
	1:30 PM	Steel & Rhoads School						
	2:00 PM	Meeting (Danielle Floyd)		Urban Tech. Relocation				•
	2:30 PM			Proj. Update				
	3:00 PM							
	3:30 PM							
	4:00 PM							
	4.00 014							

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

	🖶 🏲 125%	- \$ % .0 .00 123	- Roboto - 10 -	BISA	♦. ⊞	23 · = · ÷	- 121 - Pr	- GD 🛄	ы ү -
1	ed text di	rectly in the box.							
		С	D	E		F	_	G	
	OCP	Farence	Room						
	Week of: Ma	iy 1			Set the sta	arting date in cell	C2. Rows 3	3 and 4 will a	utomatic
		5/14	5/15	5/16		5/17		5/19	
		MONDAY	TUESDAY	WEDNESD	AY	THURSDA	Y	FRIDA	Y
6	8:00 AM								
0	8:30 AM								
	9:00 AM								
	9:30 AM						3	Type your de	sired text
	10:00 AM							directly in t	he box.
s: N									
	10:30 AM		1101011-10-10-1						
	10:30 AM 11:00 AM		MOJO Meeting (Renee)						
	10:30 AM 11:00 AM 11:30 AM		MOJO Meeting (Renee)						

If you have any questions or concerns, contact Chanice Savage at <u>cnsavage@philasd.org</u> or 215.400.5227.

6