**DELETING A CALENDAR EVENT**

1) From the ‘Calendar’ active sheet move the mouse pointer over ‘List view’ and click. List view is a good way of seeing all your calendar events for the Quarter in one page.



2) Find the Calendar event that you wish to delete. Move the mouse pointer to the right of the event and click on ‘Delete’.



3) Confirm that you wish to delete the event by clicking ‘OK’. You will now see that the calendar event has been deleted.



4) You are able to delete flashcards, ‘all-think’ lessons, wikis and files by clicking on ‘Drop’ and confirming. However, it is important to remember that if you delete a calendar event associated with a file, you will also delete the file.