

Creating a Monthly Calendar in Microsoft Word

Creating Your Calendar:

1. Click **FILE** and **NEW**
2. Click the **TEACHER TOOLS** tab
3. Click **CALENDAR WIZARD** and **OK**
4. Click **NEXT** on the first *Calendar Wizard* window
5. Select the style for your calendar and click **NEXT**
6. Select **Portrait** or **Landscape** and the **Picture Option** and click **NEXT**
7. Select the month or months and click **NEXT**
8. Click **FINISH**

Modifying Your Calendar:

To Make the Numbers Smaller:

1. Click in the box below **SUN** and drag over and down to the bottom box under **SAT** to highlight all the boxes.
2. Choose a smaller size in the **FONT SIZE** box

NOTE: You can also change the **FONT** in this same manner.

To Add Your Own Text:

1. Click after the number in the box where you want to enter information
2. Press **RETURN**
3. Begin typing your information
(**NOTE:** The font size defaults to 10 in the date boxes. You can fit 5 lines of text in each box)

To Insert Pictures or Clip Art:

1. Click in the box where you want the picture to go.
2. Click **INSERT, PICTURE, CLIP ART** (for clip art graphics) or **INSERT, PICTURE, FROM FILE** (for pictures you found on the Internet or digital pictures)
3. Notice that the size of the box enlarges to fit your picture. You'll probably need to resize your picture from the corners to fit the box.

Creating Weekly or Monthly Calendars in Microsoft Excel

Creating:

1. Click **FILE** and **NEW**
2. Click the **TEACHER TOOLS** tab
3. Click **CALENDAR** and **OK**
4. Click **ENABLE MACROS** on the window that appears.

Modifying Your Calendar:

1. Click the **CUSTOMIZE** button
2. Type in your information in the boxes. You can delete the existing info and leave cells blank if you don't want that information.
3. Click **SELECT LOGO** to add a picture
4. Navigate to where your picture is saved and click **INSERT**
5. Click **CHANGE FONT** to change the font
6. Click the **WEEKLY** or **MONTHLY** Tab at the bottom of the window

This template creates a daily, a weekly, or a monthly calendar with the same heading information. You can click tabs at the bottom of the window to switch between the different views.

Weekly Calendar:

1. Click in the **Green** box with the Monday date.
2. Type in the date of the Monday that begins the week of your calendar and press **RETURN**. This will fill in the dates for the rest of the week.
3. To delete the numbers and shading in the middle of the two columns:
 - a) Highlight the middle column
 - b) Click **TOOLS, PROTECTION, UNPROTECT SHEET**
 - c) Click **EDIT, CLEAR, CONTENTS** or press **Command + B**
 - d) Click the down arrow next to the **PAINT BUCKET** tool on the top toolbar and choose **WHITE** to get rid of the gray shading.
4. To set the cells to **WRAP TEXT**:
 - a) Highlight all the cells in the calendar
 - b) Click **FORMAT** and **CELLS**
 - c) Click the **ALIGNMENT** tab
 - d) Click the box next to **WRAP TEXT** and click **OK**
5. Setup your Page for Printing:
 - a) Click **FILE, PAGE SETUP**
 - b) On the **PAGE** tab, click **PORTRAIT** and change the **ADJUST TO** to **95%**
 - c) On the **MARGINS** tab, change all margins to **.5"**
6. To type in your information, simply click in the cells and type.

Monthly Calendar:

1. Click the MONTHLY tab at the bottom of the window.
2. To change the month and year, click the existing month and type the desired month and repeat with the desired year.
3. Setting the cells to WRAP TEXT:
 - a) Click TOOLS, PROTECTION, UNPROTECT SHEET
 - b) Highlight all the cells in the calendar
 - c) Click FORMAT and CELLS
 - d) Click the ALIGNMENT tab
 - e) Click the box next to WRAP TEXT and click OK
4. Setup your Page for Printing:
 - a) Click FILE, PAGE SETUP
 - b) On the PAGE tab, click LANDSCAPE and change the ADJUST TO to 100%
 - c) On the MARGINS tab, change the top and bottom margins to .5"
7. To type in your information, simply click in the cells and type.

To Insert Pictures or Clip Art:

1. Click in the cell where you want the picture to go.
2. Click INSERT, PICTURE, CLIP ART (for clip art graphics) or INSERT, PICTURE, FROM FILE (for pictures you found on the Internet or digital pictures)

Resize your picture from the corners to fit the box.

Notes for Weekly and Monthly Calendars:

- To change the font or size, simply click the cells and click the FONT or SIZE on the toolbar.
- If you want to start a new line in the cell with a second event, hold down the COMMAND + OPTION + RETURN keys

Tip for the Excel Calendars:

Format a blank calendar the way you want and save the document at CALENDAR. Then each time you want a new month, just open the CALENDAR file, change the month and year, and enter your info.

Advantages and Disadvantages of each Template:

Word Calendar Wizard		Excel Calendar	
Advantages	Disadvantages	Advantages	Disadvantages
<ul style="list-style-type: none"> • Quick and easy print out of the month in minutes • Can create a document with a full year's calendar at one time. 	<ul style="list-style-type: none"> • Can't change the month without creating a new document • Some formatting required. 	<ul style="list-style-type: none"> • Ability to change the month or week of the calendar without creating a new document thereby saving time with formatting. 	<ul style="list-style-type: none"> • More formatting required • Only one week or month at a time.