# **Excel Calendar Help**

**Note:** These instructions apply to Excel 2000/2002(XP)/2003

A monthly calendar template for Excel 2007 is available on the following web page: <a href="http://www.vertex42.com/calendars/monthly-calendar.html">http://www.vertex42.com/calendars/monthly-calendar.html</a>

## **Enabling Macros ...**

To use the macro that modifies the colors, you must enable macros.

In **Excel 2000/2002(XP)/2003**, go to Tools -> Macro -> Security... and select the "Medium" option in the "Security Level" tab. The next time you try to open the spreadsheet, it should give you the option to enable macros.

In **Excel 2007**, you should have your security set to "Disable all macros with notification." See the following article about macro security in Excel 2007:

http://office.microsoft.com/en-us/excel/HP100969191033.aspx

When you open the file, a bar will show up that will say "Security Warning: Macros have been disabled." Click on the Options button and select "Enable this content".

### **Printing**

Everything is already set up to print the calendar to letter size paper (landscape), but here are a few printing tips:

#### Fitting the Calendar to the Paper Size

- a) Go to File -> Print Area -> Set Print Area ...
- **b)** Select the range of cells you want to print.
- **c)** Go to File -> Page Setup
- **d)** In the Page tab, select the "Fit To: ..." option
- e) Select print preview and change other options as needed.

## **Copying the Calendar to a New Workbook**

We don't recommend copying the calendar to a new workbook, as the formatting will be off, and you'll likely end up with a few linked formulas that are hard to debug.

The BEST way to customize the calendar and add events is to use the yearly calendars that came with this template.

# Copying the Colors to a New Workbook

You can use this template to create new color schemes and then copy the new color palette to other workbooks (such as the yearly calendars that came with this template).

After you create your new color scheme, keep this template open and then ...

#### In the New Excel Workbook ...

- 1) Go to Tools -> Options...
- 2) Choose the "Color" tab
- 3) In the "Copy colors from" field, choose this file (the excel calendar template).

**Note:** You can offity copy colors from a file that is already open.

			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
6	27	28	29	30		

	Sept	September 2004						November 2004							
	S	М	Т	W	Th	F	Sa		S	M	Т	W	Th	F	Sa
				1	2	3	4			1	2	3	4	5	6
	5	6	7	8	9	10	11		7	8	9	10	11	12	13
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To create copies of the previous and next month calendars as pictures, rather than linked objects, you will need to use a little "trick".

- a) Select one or both of the calendars
- **b)** Hold down the "Shift" key as you click on the <u>E</u>dit menu. This makes the o "Copy Picture..." appear.
- c) Choose the options you want, and select OK.
- **d)** Paste (Ctrl+v) the image into Excel.

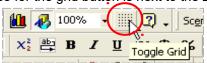
## **Hiding / Showing Cell Gridlines**

To toggle the cell gridlines on and off in Excel, go to Tools -> Options -> View then check or uncheck the Gridlines option.

If you find yourself doing this frequently, you can add a button to your toolbar that will toggle the gridlines on and off.

- 1) Go to Tools -> Customize ...
- 2) In the Commands tab, choose the Forms category
- 3) Scroll down the list of Commands until you see the **Toggle Grid** button
- **4)** Drag and drop the toggle grid button into one of your toolbars

A convenient place for the grid button is next to the zoom dropdown box.



# Modifying the Format/Color/Etc.

This calendar uses CONDITIONAL FORMATTING to change the background color of the cells. To remove all conditional formatting, select all the cells in the calendar, then go to Format > Conditional Formatting ..., then select Delete, then check all three boxes and select OK.

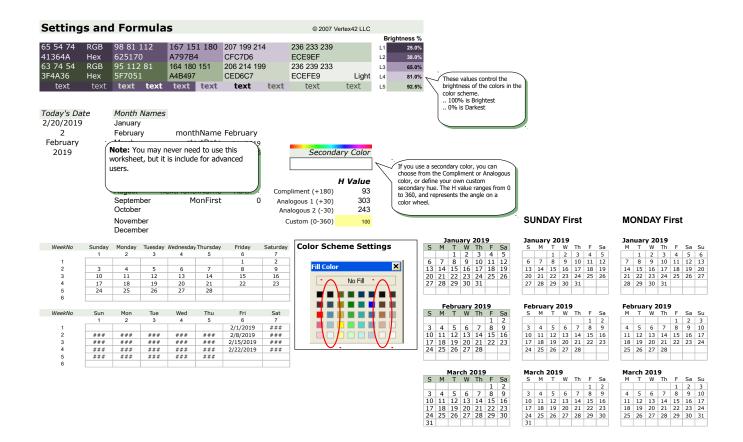
If you want to modify the background color and keep the conditional formatting, the easiest way to do it is to modify the color in the color palette. This is done by going to Tools > Options... > Color Tab. The three colors used for the calendar are circled below.

# **Changing the Fonts**

To quickly select all of the cells within the calendar other than the cells containing the day of the month, press Ctrl+G and select "calendarEvents". This will highlight all of the "event" cells in the calendar, allowing you to then change the font color.

To quickly select just the cells containing the day of the month, press Ctrl+G and select "calendarDays"

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# FEBRUARY 2019

Sunday		I	Monday	T	uesday	We	dnesday	T	hursday		Friday	Saturday		
				DeNunzio		DeNunzio			DeNunzio	1	DeNunzio	2 DeNunzio		
Grp 1 Grp 2 Grp 3 Senior Elite		Grp 1 Grp 2 Grp 3 Senior Elite		Grp 1 Grp 2 Grp 3 Grp 4 Grp 5		Grp 1 Grp 2 Grp 3 Senior Elite S&T		Grp 1 Grp 2 Grp 3 Senior Elite		Grp 1 Grp 2 Grp 3 Senior Elite	off 5:45-8:15 5:45-8:15 5:45-8:15	Grp 1 Grp 2 Grp 3 Senior Elite S&T Elite	7:45-9:00AM 7:45-10:00 7:45-10:00 Senior State Senior State 8:45-10:00	
3	DeNunzio	4	DeNunzio	5	DeNunzio	6	DeNunzio	7	DeNunzio	8	DeNunzio	9	Dillon/Rider	
Grp 1 Grp 2 Grp 3 Senior Elite	7:45-10:30 am 7:45-10:30 am 7:45-10:30 am	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 off 6:15-8:45 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Senior Elite	off 6:15-8:45 off 6:15-8:45 6:15-8:45	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 6:15-8:45 6:15-8:45 off off 7:35-8:45	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 6:15-8:45 off 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Senior Elite	off 6:15-8:45 6:15-8:45 6:15-8:45	Grp 1 Grp 2 Grp 3 Senior Elite S&T Elite	10:00-11:30/Dillon 4:45-6:30pmRider 4:45-6:30pmRider 10:00-12:30Dillon 10:00-12:30Dillon 11:15-12:30Dillon 3:45-6:00Dillon	
10	DeNunzio	11	DeNunzio	12	DeNunzio	13	DeNunzio	14	DeNunzio	15	DeNunzio	16	Dillon	
Grp 1 Grp 2 Grp 3 Senior Elite	7:45-10:30 am 7:45-10:30 am 7:45-10:30 am	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 off 6:15-8:45 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Senior Elite	off 6:15-8:45 off 6:15-8:45 6:15-8:45	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 6:15-8:45 6:15-8:45 off off 7:35-8:45	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 6:15-8:45 off 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Senior Elite	off 6:15-8:45 6:15-8:45 6:15-8:45	Grp 1 Grp 2 Grp 3 Senior Elite S&T Elite	8:00-9:15 9:45-12:15 9:45-12:15 8:00-10:15 8:00-10:15 9:00-10:15 3:45-6:00 DeNunzio	
17	DeNunzio	18	DeNunzio	19	DeNunzio	20	MHS	21	JW/MHS	22	DeNunzio/MHS	23	Dillon	
Grp 1 Grp 2 Grp 3 Senior Elite	7:45-10:30 am 7:45-10:30 am 7:45-10:30 am 12/U Silver Bronze	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 off 6:15-8:45 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 6:15-8:15 6:15-8:15 7:45-9:45 7:15-9:45	Grp 1 Grp 2 Grp 3 Senior Elite	Make up on Tue Make up on Fri Make up on Tue	Grp 1 Grp 2 Grp 3 Senior Elite	3:45-5:30MHS 3:45-5:30MHS off 3:45-5:45 JW 3:45-5:45 JW	Grp 1 Grp 2 Grp 3 Senior Elite	3:45-5:30MHS 3:45-5:30MHS 4:45-6:30AMDeNunzi 4:45-6:30AMDeNunzi	Grp 1 Grp 2 Grp 3 Senior Elite S&T Elite	off 9:45-12:15 9:45-12:15 8:00-10:15 8:00-10:15	
24	DeNunzio	25	DeNunzio	26	DeNunzio	27	DeNunzio	28	DeNunzio		DeNunzio		DeNunzio	
Grp 1 Grp 2 Grp 3 Senior Elite	6:45-9:00am 6:45-9:00am 6:45-9:00am	Grp 1 Grp 2 Grp 3 Senior Elite	6:15-7:45 off 6:15-8:45 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Senior Elite	off 6:15-8:45 off 6:15-8:45 6:15-8:45	Grp 1 Grp 2 Grp 3 Senior Elite S&T	6:15-7:45 6:15-8:45 6:15-8:45 off off 7:35-8:45	Grp 1 Grp 2 Grp 3 Grp 4 Grp 5	6:15-7:45 6:15-8:45 off 7:15-9:30 6:15-9:30	Grp 1 Grp 2 Grp 3 Grp 4 Grp 5		Grp 1 Grp 2 Grp 3 Grp 4 Grp 5		