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:
http://www.vertex42.com/calendars/monthly-calendar.html

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:
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 only copy colors from a file that is already open.
Copying the Mini Calendars

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 Edit menu. This makes the option "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"
This makes the option
## Settings and Formulas

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<table>
<thead>
<tr>
<th>Week No</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday/Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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These values control the brightness of the colors in the color scheme. 
- **100%** is brightest
- **0%** is Darkest

If you use a secondary color, you can choose from the Compliment or Analogous color, or define your own custom secondary hue. The H value ranges from 0 to 360, and represents the angle on a color wheel.

### Color Scheme Settings

#### H Value
- **Compliment (+180)**: 93
- **Analogous 1 (+30)**: 303
- **Analogous 2 (-30)**: 243
- **Custom (0-360)**: 0

#### Brightness %
- **L1**: 25.0%
- **L2**: 34.0%
- **L3**: 43.0%
- **L4**: 52.0%
- **L5**: 61.0%
- **L6**: 70.0%

#### Secondary Color

| L1 | 206 214 199 |
| L2 | 236 239 233 |
| L3 | 236 233 239 |
| L4 | 236 239 199 |
| L5 | 236 199 239 |
| L6 | 199 236 239 |

If you use a secondary color, you can choose from the Compliment or Analogous color, or define your own custom secondary hue. The H value ranges from 0 to 360, and represents the angle on a color wheel.

### Today's Date
3/15/2019

### Month Names
- **January**: Sun First
- **February**: Mon First
- **March**: S Mon First
- **April**: S Fri First
- **May**: S Su First
- **June**: S Su First
- **July**: S Su First
- **August**: S Su First
- **September**: S Su First
- **October**: S Su First
- **November**: S Su First
- **December**: S Su First

### Month Color Scheme

#### February 2019

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#### Color Scheme

- **No Fill**
- **Light**
- **Secondary Color**
- **Brightness %**
- **H Value**
- **Secondary Color**
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- **Sunday**: Grp 1, Grp 2, Grp 3, Senior, Elite
- **Monday**: Grp 1, Grp 2, Grp 3, Senior, Elite
- **Wednesday**: DeNunzio
- **Friday**: DeNunzio
- **Saturday**: DeNunzio

**MARCH 2019**

**DeNunzio**

- **3rd Sunday**: 6:15-7:45 LC
- **4th Sunday**: 6:15-7:45 LC
- **5th Sunday**: 6:15-7:45 LC

**Sectional Swimmers Only**

- **6th Sunday**: 6:15-7:45 LC

**Grp 1**

- **24th Sunday**: 6:15-8:45 Sectional & Zone swimmers only

**Grp 2**

- **25th Sunday**: 6:15-8:45 Sectional & Zone swimmers only

**Grp 3**

- **26th Sunday**: 6:15-8:45 Sectional & Zone swimmers only

**Senior**

- **27th Sunday**: Sectional & Zone swimmers only

**Elite**

- **28th Sunday**: Sectional & Zone swimmers only

**Dillon**

- **29th Sunday**: Sectional swimmers only

**S&T**

- **30th Sunday**: Sectional swimmers only

**Grp 4**

- **31st Sunday**: Sectional swimmers only

**Grp 5**

- **31st Sunday**: Sectional swimmers only