

## 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:

<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 only copy colors from a file that is already open.

September 2004							November 2004						
S	M	T	W	T	F	Sa	S	M	T	W	Th	F	Sa
5	6	7	8	9	10	11	1	2	3	4	5	6	7
12	13	14	15	16	17	18	8	9	10	11	12	13	14
19	20	21	22	23	24	25	15	16	17	18	19	20	21
26	27	28	29	30			22	23	24	25	26	27	28
							29	30					

September 2004							November 2004						
S	M	T	W	Th	F	Sa	S	M	T	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
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30			28	29	30				

## 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".

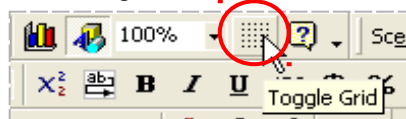
- a) Select one or both of the calendars
- b) Hold down the "Shift" key as you click on the Edit menu. This makes the o "Copy Picture..." appear.
- c) Choose the options you want, and select OK.
- d) Paste (Ctrl+v) the image into Excel.

## 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"

ption

# Settings and Formulas

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65 54 74	RGB	98 81 112	167 151 180	207 199 214	236 233 239	Brightness %
41364A	Hex	625170	A797B4	CFC7D6	ECE9EF	L1 25.0%
63 74 54	RGB	95 112 81	164 180 151	206 214 199	236 239 233	L2 38.0%
3F4A36	Hex	5F7051	A4B497	CED6C7	ECEFE9	L3 65.0%
text	text	text	text	text	text	L4 81.0%
						L5 92.5%

These values control the brightness of the colors in the color scheme.  
 .. 100% is Brightest  
 .. 0% is Darkest

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

Month Names  
 January  
 February monthName March

**Note:** You may never need to use this worksheet, but it is include for advanced users.

**Secondary Color**

**H Value**

Compliment (+180) 93  
 Analogous 1 (+30) 303  
 Analogous 2 (-30) 243  
 Custom (0-360) 100

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.

September MonFirst 0  
 October  
 November  
 December

## SUNDAY First

## MONDAY First

WeekNo	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	1	2	3	4	5	6	7
2		3	4	5	6	7	8
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31						

**Color Scheme Settings**

**February 2019**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**February 2019**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**February 2019**

M	T	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

WeekNo	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	3	4	5	6	7
2	###	###	###	###	###	3/1/2019	###
3	###	###	###	###	###	3/8/2019	###
4	###	###	###	###	###	3/15/2019	###
5	###	###	###	###	###	3/22/2019	###
6	###	###	###	###	###	3/29/2019	###

**March 2019**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**March 2019**

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**March 2019**

M	T	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2019**

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**April 2019**

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**April 2019**

M	T	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# MARCH 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>DeNunzio</b>	<b>DeNunzio</b>	<b>DeNunzio</b>	<b>1 DeNunzio</b>	<b>2 Dillon</b>
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 off Grp 2 off Grp 3 6:15-8:45 Senior <b>6:15-8:45</b> Elite 6:15-8:45	Grp 1 8:00-9:15 Grp 2 9:45-12:15 Grp 3 9:45-12:15 13/over Si Senior 8:00-10:15 13/over Si Elite 8:00-10:15 S&T 9:00-10:15 Elite 3:45-6:00 DeNunzio
<b>3 DeNunzio</b>	<b>4 DeNunzio</b>	<b>5 DeNunzio</b>	<b>6 DeNunzio</b>	<b>7 DeNunzio</b>	<b>8 DeNunzio</b>	<b>9 Dillon</b>
Grp 1 Grp 2 Grp 3 7:45-10:30 am Senior 7:45-10:30 am Elite 7:45-10:30 am  13/over Silver/Zronze	Grp 1 6:15-7:45 Grp 2 off Grp 3 6:15-8:45 Senior 7:15-9:30 Elite 6:15-9:30	Grp 1 off Grp 2 6:15-8:45 Grp 3 off Senior 6:15-8:45 Elite 6:15-8:45	Grp 1 6:15-7:45 Grp 2 6:15-8:45 Grp 3 6:15-8:45 Senior off Elite off  Try out 7:30-8:45	Grp 1 6:15-7:45 Grp 2 6:15-8:45 Grp 3 off Senior 7:15-9:30 Elite 6:15-9:30	Grp 1 off Grp 2 Grp 3 6:15-8:45 Senior <b>6:15-8:45</b> Elite 6:15-8:45	Grp 1 8:00-9:15 Grp 2 9:45-12:15 Grp 3 9:45-12:15 Senior 8:00-10:15 Elite 8:00-10:15 S&T 9:00-10:15 Elite 3:45-6:00
<b>10 DeNunzio</b>	<b>11 DeNunzio</b>	<b>12 DeNunzio</b>	<b>13 DeNunzio</b>	<b>14 DeNunzio</b>	<b>15 DeNunzio</b>	<b>16 DeNunzio</b>
Grp 1 Grp 2 Grp 3 7:45-10:30 am Senior 7:45-10:30 am Elite 7:45-10:30 am	Grp 1 6:15-7:45 LC Grp 2 off Grp 3 6:15-8:45 LC Senior 7:15-9:30 LC Elite 6:15-9:30 LC	Grp 1 off Grp 2 6:15-8:45 Grp 3 off Senior 6:15-8:45 Elite 6:15-8:45	Grp 1 6:15-7:45 Grp 2 6:15-8:15 Grp 3 6:15-8:15 Senior <b>7:45-9:45</b> Elite 7:45-9:45  S&T 7:35-8:45	Grp 1 6:15-7:45 Grp 2 6:15-8:45 Grp 3 off Senior 7:15-9:30 Elite 6:15-9:30	Grp 1 off Grp 2 Grp 3 6:15-8:45 Senior <b>6:15-8:45</b> Elite 6:15-8:45  TYR Open	Grp 1 7:45-9:00 Grp 2 7:45-10:30 Grp 3 7:45-10:30 Senior 7:45-10:30 Elite 7:45-10:30 S&T 8:50-10:00 Elite TYR open
<b>17 DeNunzio</b>	<b>18 DeNunzio</b>	<b>19 JW</b>	<b>20 DeNunzio</b>	<b>21 DeNunzio</b>	<b>22 DeNunzio</b>	<b>23 DeNunzio</b>
Grp 1 Grp 2 Grp 3 7:45-10:00 LC Senior 7:45-10:30 am Elite 7:45-10:30 am  TYR Open	Grp 1 6:15-7:45 Grp 2 off Grp 3 6:15-8:45 Senior 7:15-9:30 Elite 6:15-9:30	Grp 1 off Grp 2 Grp 3 off Senior 3:45-5:45 Elite 3:45-5:45	Grp 1 6:15-7:45 Grp 2 6:15-8:15 Grp 3 6:15-8:15 Senior off Elite off  S&T 7:35-8:45	Grp 1 off Grp 2 off Grp 3 6:15-8:15 JO Swimmer Senior 6:16-8:45 Elite 6:15-8:45	Grp 1 off Grp 2 Grp 3 6:15-8:45 Senior <b>6:15-8:45</b> Elite 6:15-8:45  JO	Grp 1 off Grp 2 off Grp 3 off Senior 6:45-9:00 AM Elite 6:45-9:00 AM JO Elite
<b>24 DeNunzio</b>	<b>25 DeNunzio</b>	<b>26 DeNunzio</b>	<b>27 Dillon</b>	<b>28 DeNunzio</b>	<b>29 DeNunzio</b>	<b>30 Dillon</b>
Grp 1 Grp 2 Grp 3 Senior 7:45-9:00 sectional s Elite 7:45-9:00 sectional s	Grp 1 off Grp 2 off Grp 3 off Senior Elite 6:15-8:45 Sectional & Zone swimmers onl	Grp 1 Grp 2 Grp 3 Senior Elite 6:15-8:45 Sectional & Zone swimmers onl	Grp 1 Grp 2 Grp 3 Senior Sectional swimmers le Elite 3:00-4:30 Sectional swimmers only	Grp 1 Grp 2 Grp 3 Grp 4 Grp 5 6:15-8:45 Zone swimmers only	Grp 1 Grp 2 Grp 3 Grp 4 Grp 5 6:15-8:45 Zone Swimmers only	Grp 1 Grp 2 Grp 3 Grp 4 Grp 5 10:15-12:00 Zone Swimmers only