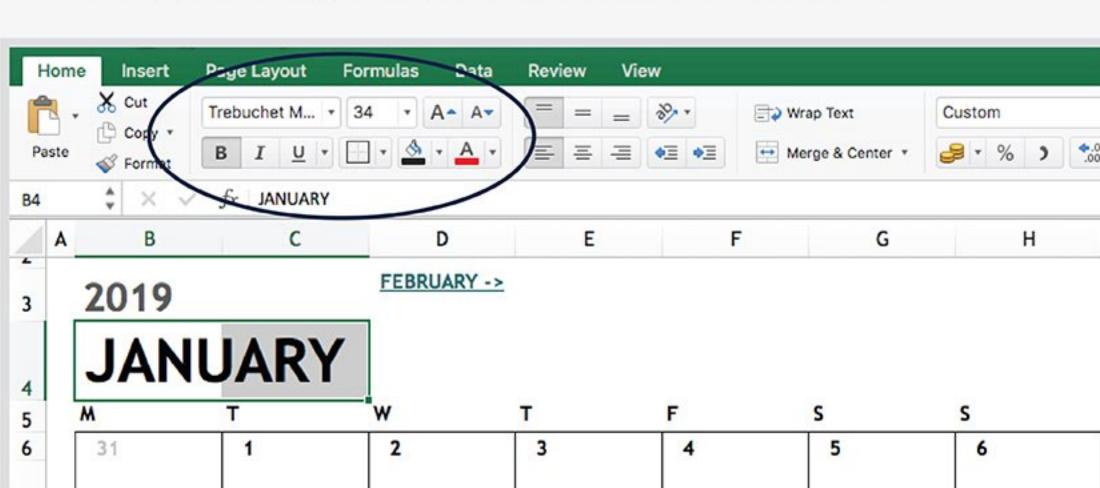
## 3 Ways to Customize Your Excel Calendar Template



## **Customize fonts**

Select the cell(s) with the font you'd like to customize.



Then select **Home** and play around with the options for font size, type, color, and formatting such as:

• Bold
• Italics
• Underlines

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- Underlines

## Customize colors

selecting the cell(s) or row(s) you'd like to customize.

To change text colors, start by

choose a **new color(s)** from the drop-down list.

Then select Home and

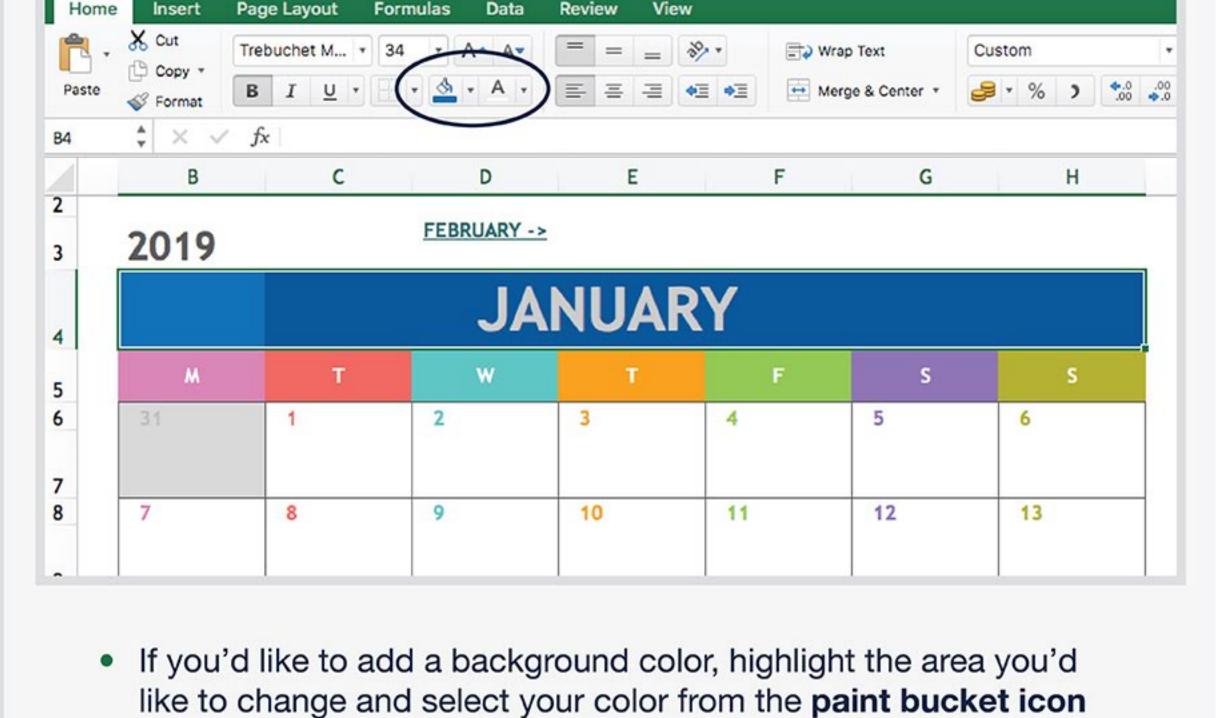


Photo Browser...

Picture from File...

## Function... Name

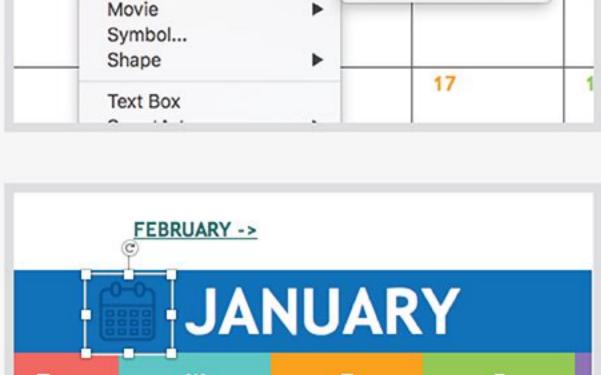
New Comment

Picture

Audio

Add photos or logos

in the Home tab.



wherever you'd like it to

appear on the calendar.

Upload your picture or logo

and then drag the image to

Insert images or logos into

your calendar by selecting

Insert > Pictures.

- If you want this image to appear at the top of the calendar, then you'll need to
- To do this, right-click the title row and select Insert >

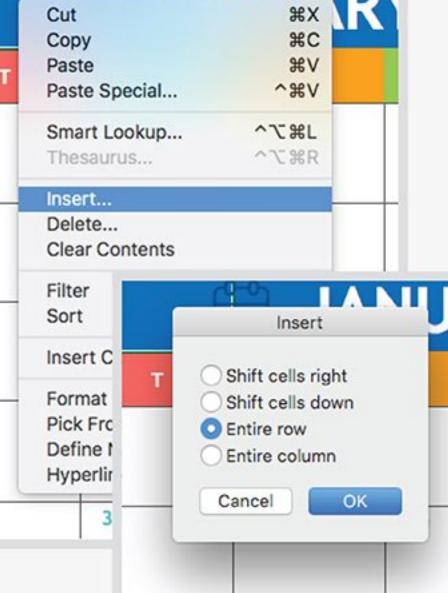
add some extra space.

 Repeat this step until you have as much space as

you'd like, and then insert

**Entire Row.** 

the image.



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15

22

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A small part of your job is 100% of ours.

