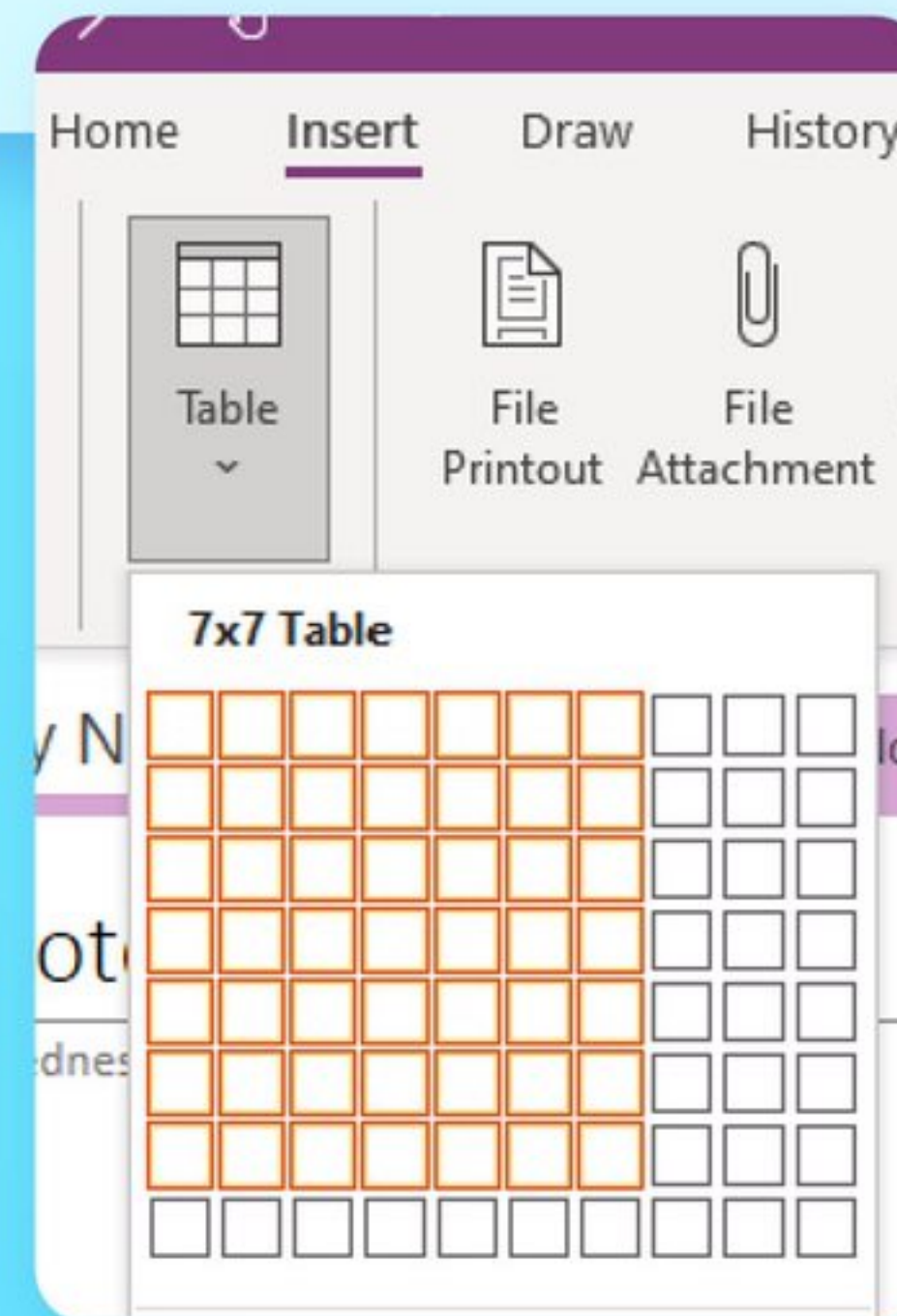


Create a custom calendar template



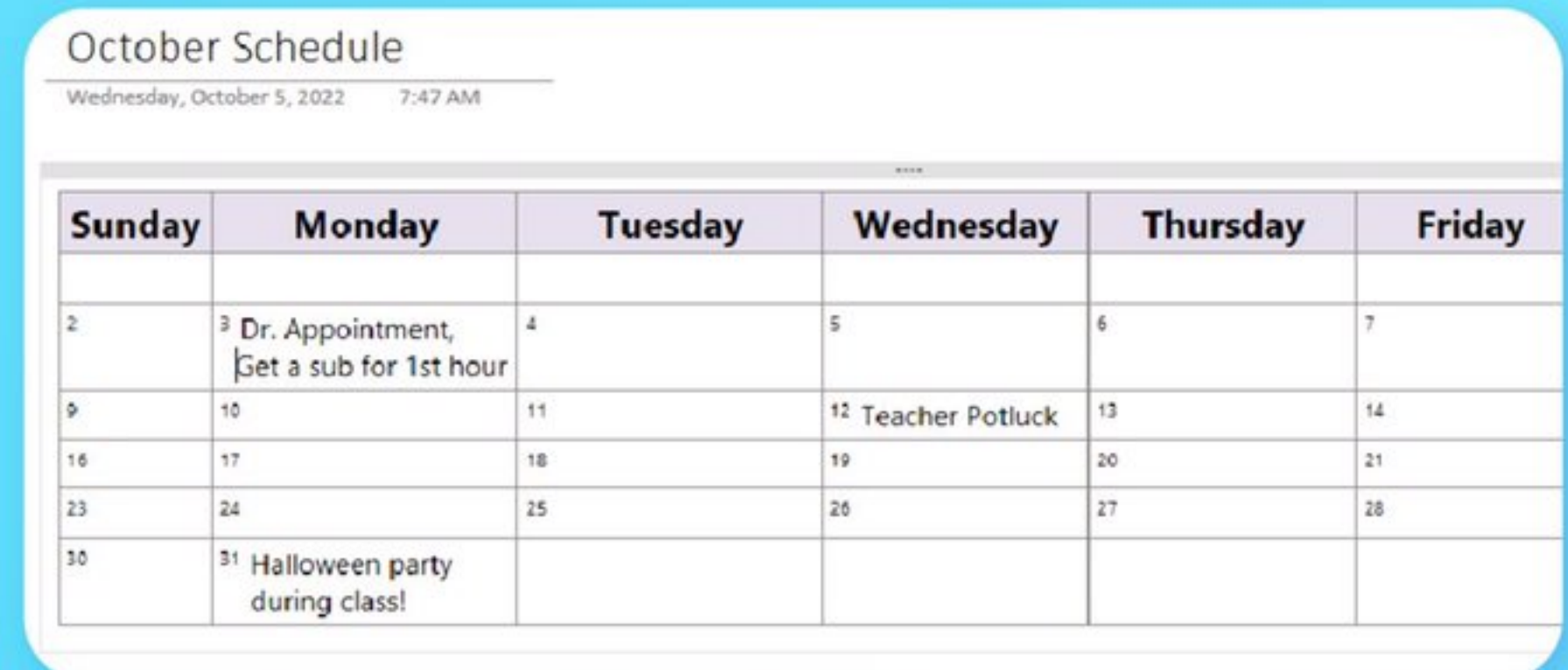
Step 1

Select **Insert** > **Table**.
Insert a 7-column table.



Step 2

Work your magic. ✨



October Schedule
Wednesday, October 5, 2022 7:47 AM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	3 Dr. Appointment, Get a sub for 1st hour	4	5	6	7
9	10	11	12 Teacher Potluck	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31 Halloween party during class!				

Step 3

Save as a **page template**
& reuse each month.

