

HOW TO CUSTOMIZE A CALENDAR TEMPLATE



in Microsoft **Excel**



Day	☐ Trash Day ☐ Exercise	10 2:30p Dentist	11	12 Business Conference: Depart flight - 10:00 PM, Return flight - 4:00 PM	13	14
	16 ☐ Trash Day	17 St. Patrick's Day 	18	19 9am Meet w/ Teacher	20 Vernal equinox (GMT) No School	21