

To be or not to be,
that is totally illogical
captain.

AUGUST 2012

NOTES:

It's easy to highlight or clear highlight from a date. Find these options on the **Calendar** tab of the Ribbon.

You can also easily change the color of the highlight behind the month and year, the weekdays, and the word notes above. To do this:

1. On the **Home** tab or **Calendar** tab, in the **Editing** group, click **Select** and then click **Selection Pane**. Or, press **Alt+F10**.
2. In the **Selection Pane**, click the name of the object you want to recolor.

On the **Picture Tools Format** tab, in the **Adjust** group, click **Color**. Under the heading **Recolor**, click the color you want to apply.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 Another item	9	10	11
12	13	14 My BFF's birthday	15	16 My Test	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	