

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	