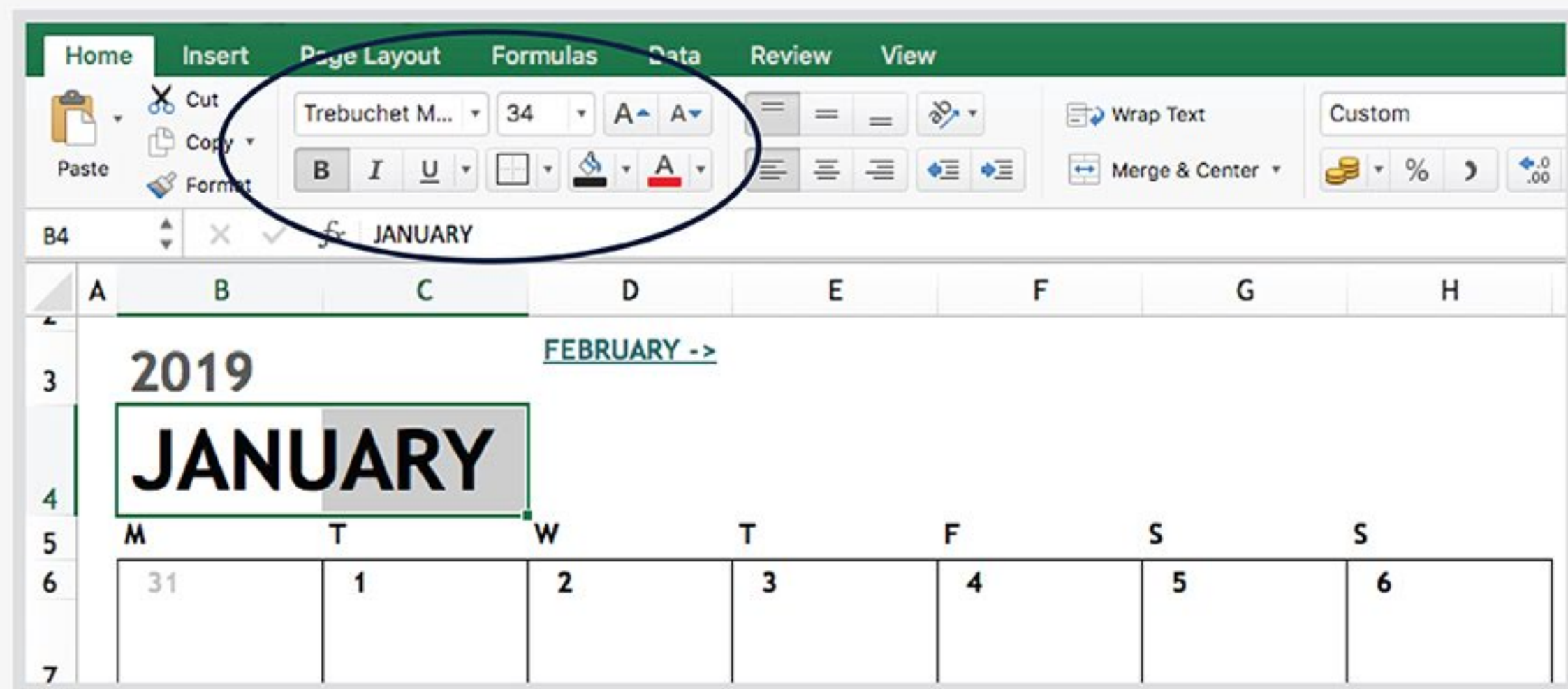


3 Ways to Customize Your Excel Calendar Template



Customize fonts

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

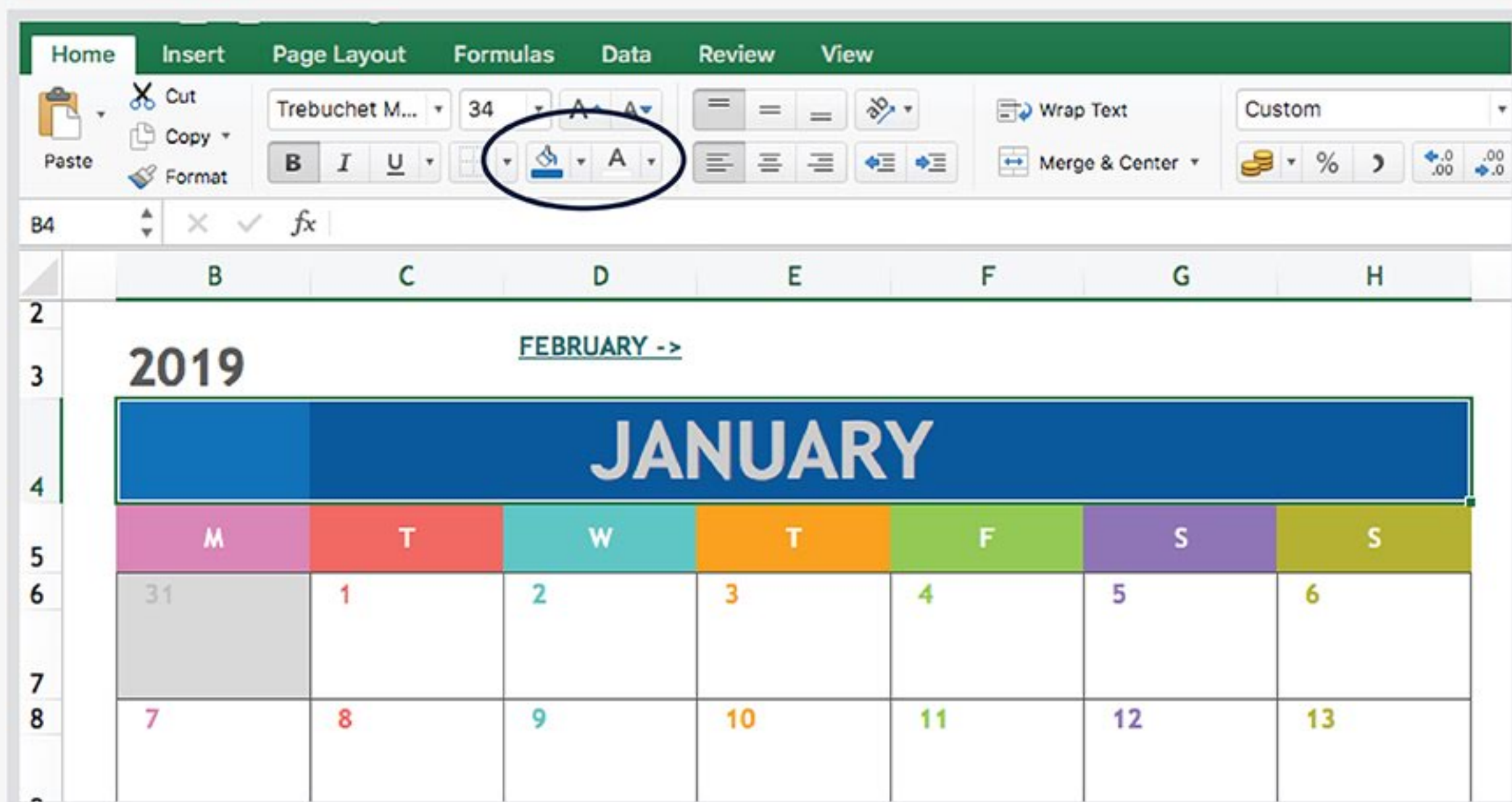


Then select **Home** and play around with the options for font size, type, color, and formatting such as:

- Bold
- Italics
- Underlines

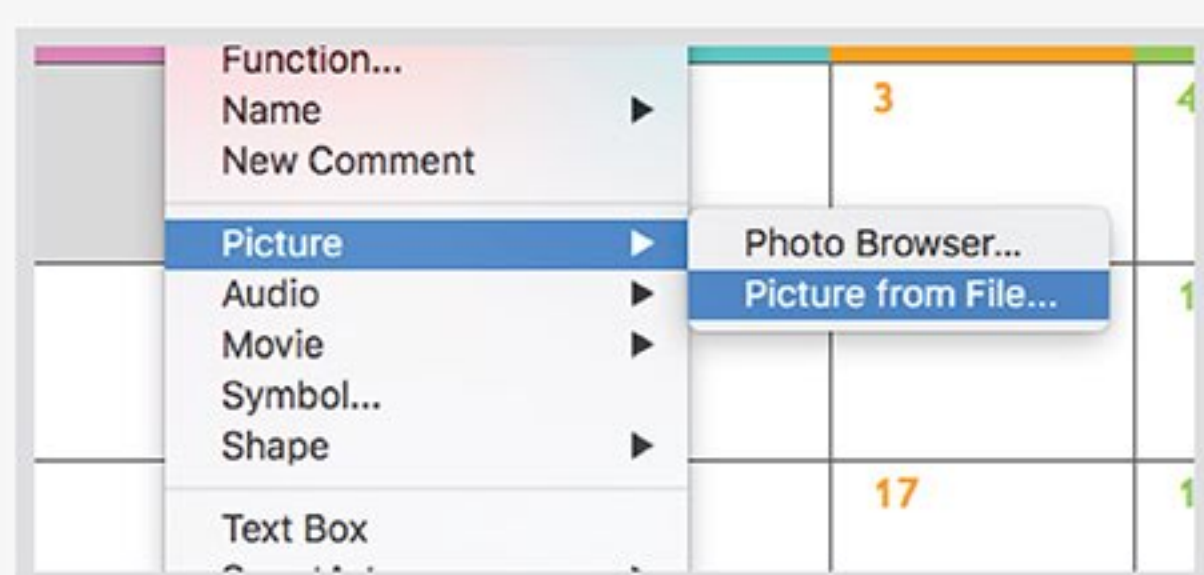
Customize colors

- To change text colors, start by **selecting the cell(s) or row(s)** you'd like to customize.
- Then select **Home** and choose a **new color(s)** from the drop-down list.

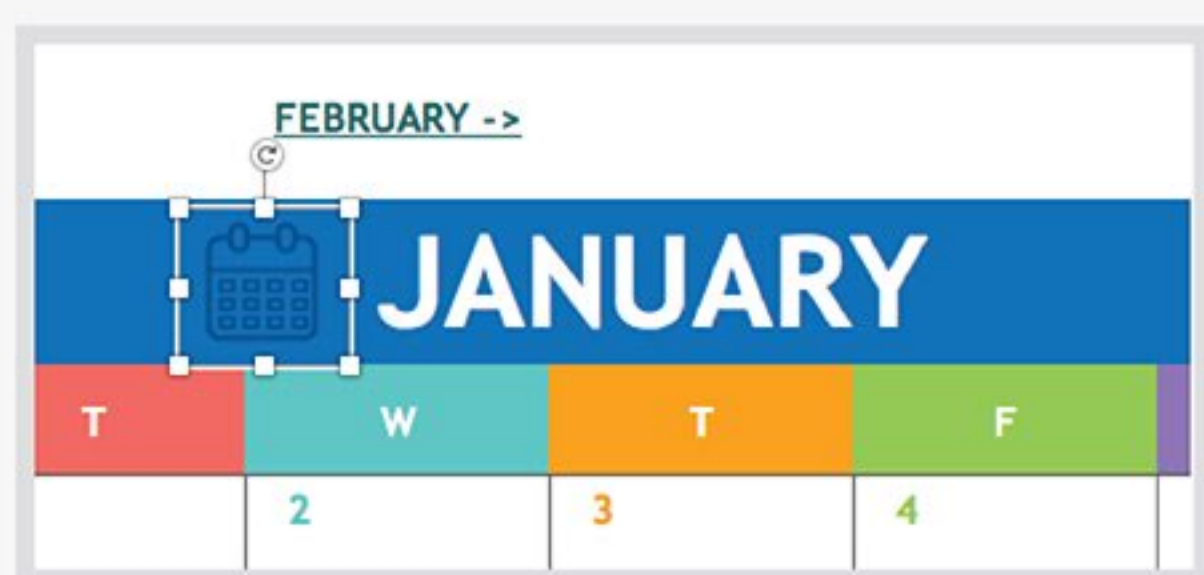


- If you'd like to add a background color, highlight the area you'd like to change and select your color from the **paint bucket icon** in the Home tab.

Add photos or logos



- Insert images or logos into your calendar by selecting **Insert > Pictures**.



- Upload your picture or logo and then **drag the image** to wherever you'd like it to appear on the calendar.

- If you want this image to appear at the top of the calendar, then you'll need to add some **extra space**.
- To do this, right-click the title row and select **Insert > Entire Row**.
- **Repeat this step** until you have as much space as you'd like, and then insert the image.

