

Click here to type your favorite quote. Or delete this placeholder and then insert a picture or any content you choose.

JANUARY 2016

NOTES:

It's easy to highlight or clear highlight from a date. And these options are 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	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						