

How to create a calendar in Google Sheets

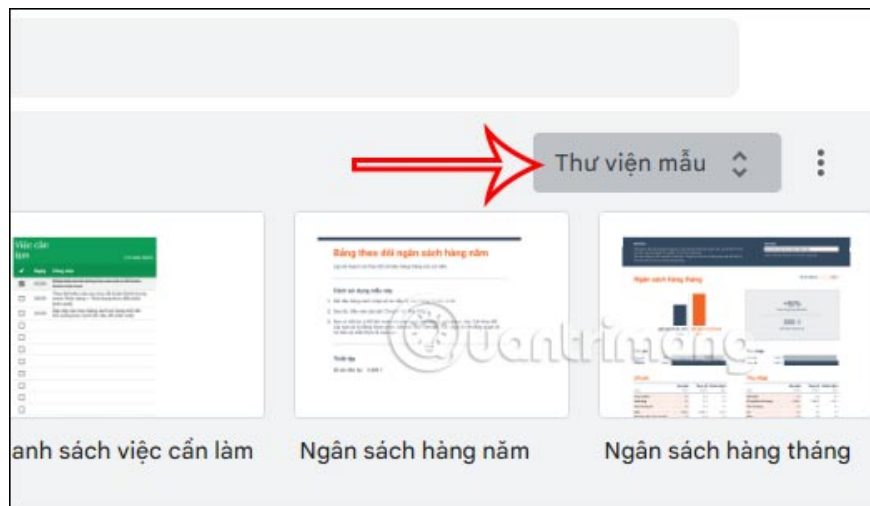
To create a calendar in Google Sheets, we can use pre-made calendar templates or create our own using formulas and functions in Google Sheets.

To create a calendar in Google Sheets, you can use pre-made calendar templates or create your own using formulas and functions . Creating a calendar in Google Sheets will assist you in your work, especially for teachers who can create timetables in Google Sheets, similar to creating timetables in Excel . This article will guide you on how to create a calendar in Google Sheets.

1. Create a calendar in Google Sheets using a pre-made template.

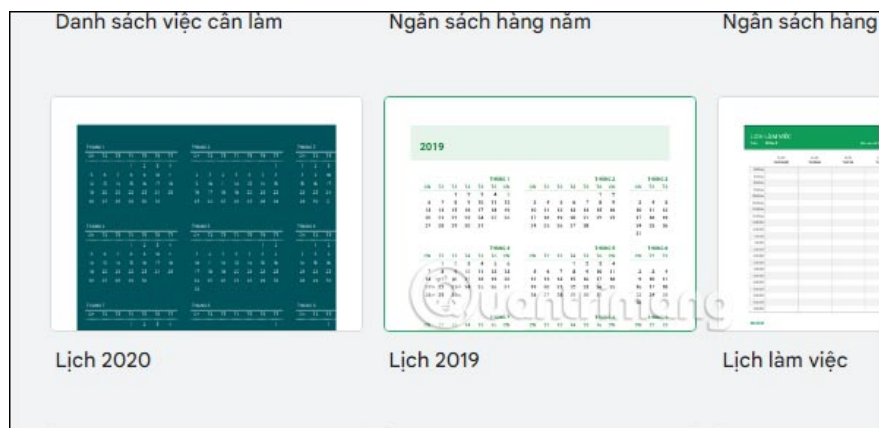
Step 1:

In the Google Sheets interface, click on **the Template Library option** as shown below.



Step 2:

You will then be taken to the template interface in Google Sheets. We will find **the Calendar template** to use, and click on the calendar template you want to use.



Step 3:

You will then see the calendar template displayed in your sheet interface. Here you can change and customize your calendar using the options available in this template.



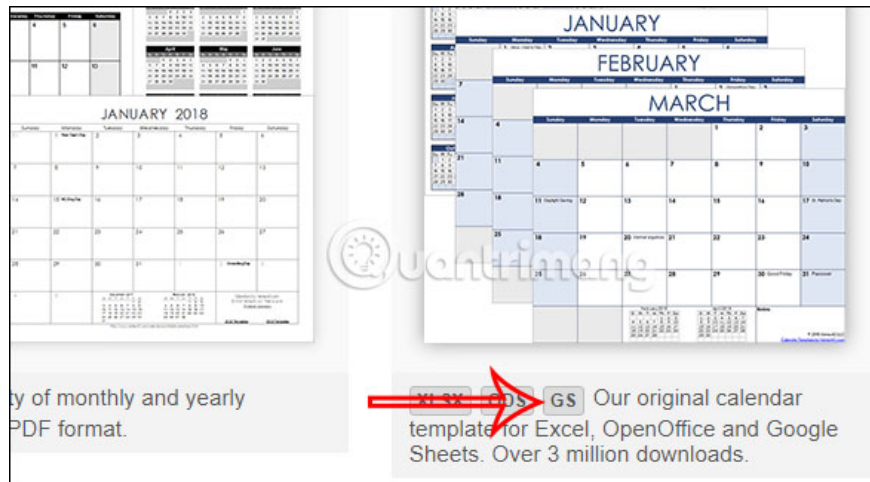
2. Create Google Sheets calendars from third-party templates.

Alternatively, we can also create Google Sheets calendars using templates downloaded from third parties.

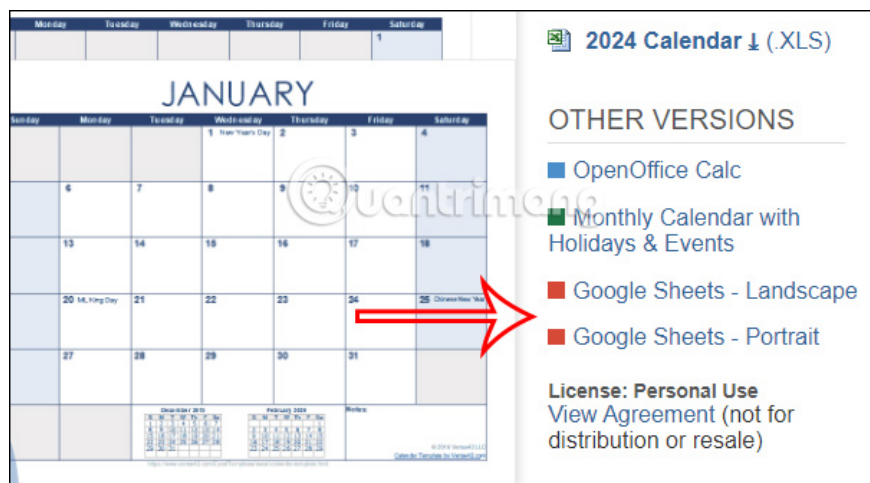
1. Google Sheets calendar template on Vertex42

<https://www.vertex42.com/calendars/>

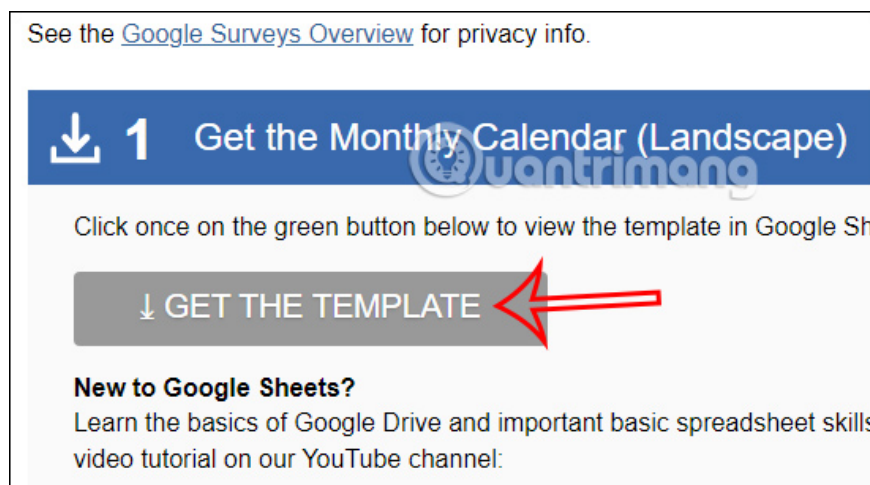
You can access the Vertex42 website below to find calendar templates. The website provides calendar templates for Excel, so look for templates **with the GS symbol to download for Google Sheets**.



You click on that calendar template and find the version for Google Sheets.



Then **click on Get the Template** to download this calendar template to your Google Sheets account.



2. Spreadsheet Class

<https://www.spreadsheetsclass.com/google-sheets-calendar-templates/>

You just need to access the link above and find the link to download the calendar template.

2022 Full-size Google Sheets calendars

The following templates contain the entire year of 2022:

[2022 Normal calendar](#)

[2022 Lined Calendar](#)

2023 Full-size Google Sheets calendars

The following templates contain the entire year of 2023:

[2023 Normal calendar](#)

3. Download the Google Sheets calendar template on Smartsheet.

<https://www.smartsheet.com/free-google-calendar-templates>

You can also access the link above, then find the calendar templates to use and download them to Google Sheets.

Open 2022 Weekly Calendar Template - Google Sheets

This Google Sheets calendar template includes columns for each day of the week, listed from Sunday to Saturday. Select the starting date for the week, the starting hour for each day, and the time interval. The template will automatically update to create a weekly calendar tailored to your needs. The template can be set for as little as 10 minutes to give you a detailed breakdown of each day.

Google Sheets Yearly Calendar (2021-2022) - Portrait

2022 YEARLY CALENDAR

JANUARY							FEBRUARY					MARCH						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R
						1		1	2	3	4	5				1	2	3

3. Instructions on creating a calendar yourself on Google Sheets

Step 1:

First, you will **fill in the full days of the week** and **enter the first day** of that month.

	A	B	C	D	E	F	G
1						Tháng 6	
2	Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu	Thứ Bảy
3				1			
4							
5							
6							

Next, **fill in the remaining days of the first week** , if the month starts in the middle of the week. Then, **fill in the two new days for the second week** .

Next, **highlight the first two days of the second week of the month** and **drag to the right** . This will give you the complete date for the second week of that month.

Leave one line space between weeks to make your Google Sheets calendar easier to read.

	A	B	C	D	E	F	G
1						Tháng 6	
2	Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu	Thứ Bảy
3					2	3	4
4							
5	5	6	7	8	9	10	11
6							
7							
8							
9							

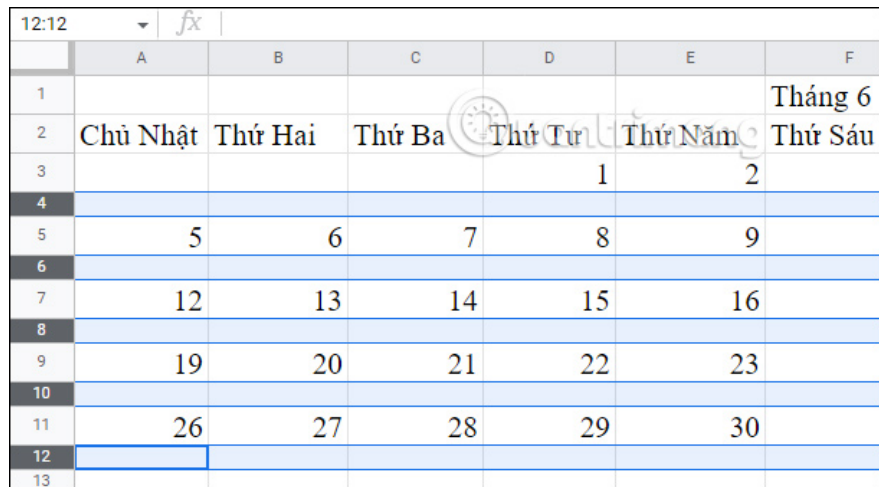
Step 2:

Continue filling in the first two days of the third week, then drag to the right to complete the days of that week.

A	B	C	D	E	F	G
					Tháng 6	
Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu	Thứ Bảy
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30		

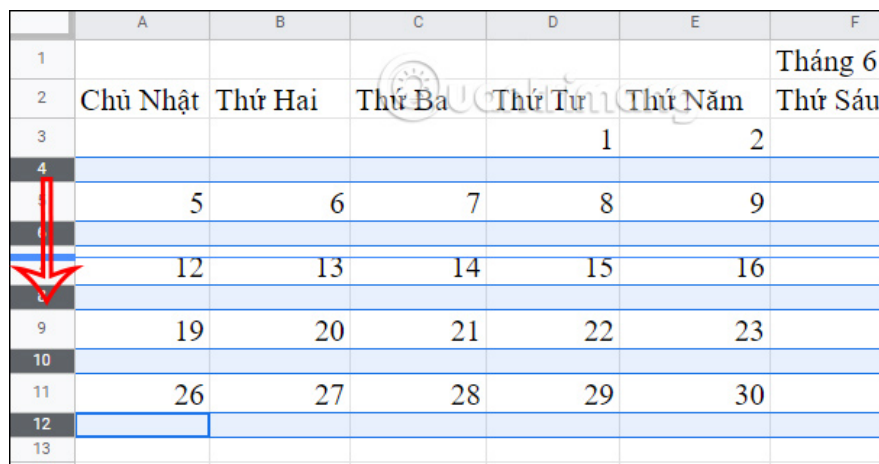
Step 3:

In the calendar interface, there will be **blank rows** . **Click on a blank row** , then **press Ctrl** and **click on other blank rows** .



	A	B	C	D	E	F
1						Tháng 6
2	Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu
3				1	2	
4						
5	5	6	7	8	9	
6						
7	12	13	14	15	16	
8						
9	19	20	21	22	23	
10						
11	26	27	28	29	30	
12						
13						

Next, you will adjust the size of each cell in the empty row. In **the column with the serial number on the left** , we will **drag the empty row downwards** to change the size.



	A	B	C	D	E	F
1						Tháng 6
2	Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu
3				1	2	
4						
5	5	6	7	8	9	
6						
7	12	13	14	15	16	
8						
9	19	20	21	22	23	
10						
11	26	27	28	29	30	
12						
13						

When you release the mouse button, all the cells in the empty row will resize as shown below.

	A	B	C	D	E	F
3				1	2	3
4						
5	5	6	7	8	9	10
6						
7	12	13	14	15	16	17
8						
9	19	20	21	22	23	24

Step 4:

Now we'll move on to **adjusting the calendar**, coloring the date boxes, and customizing the font to our liking.

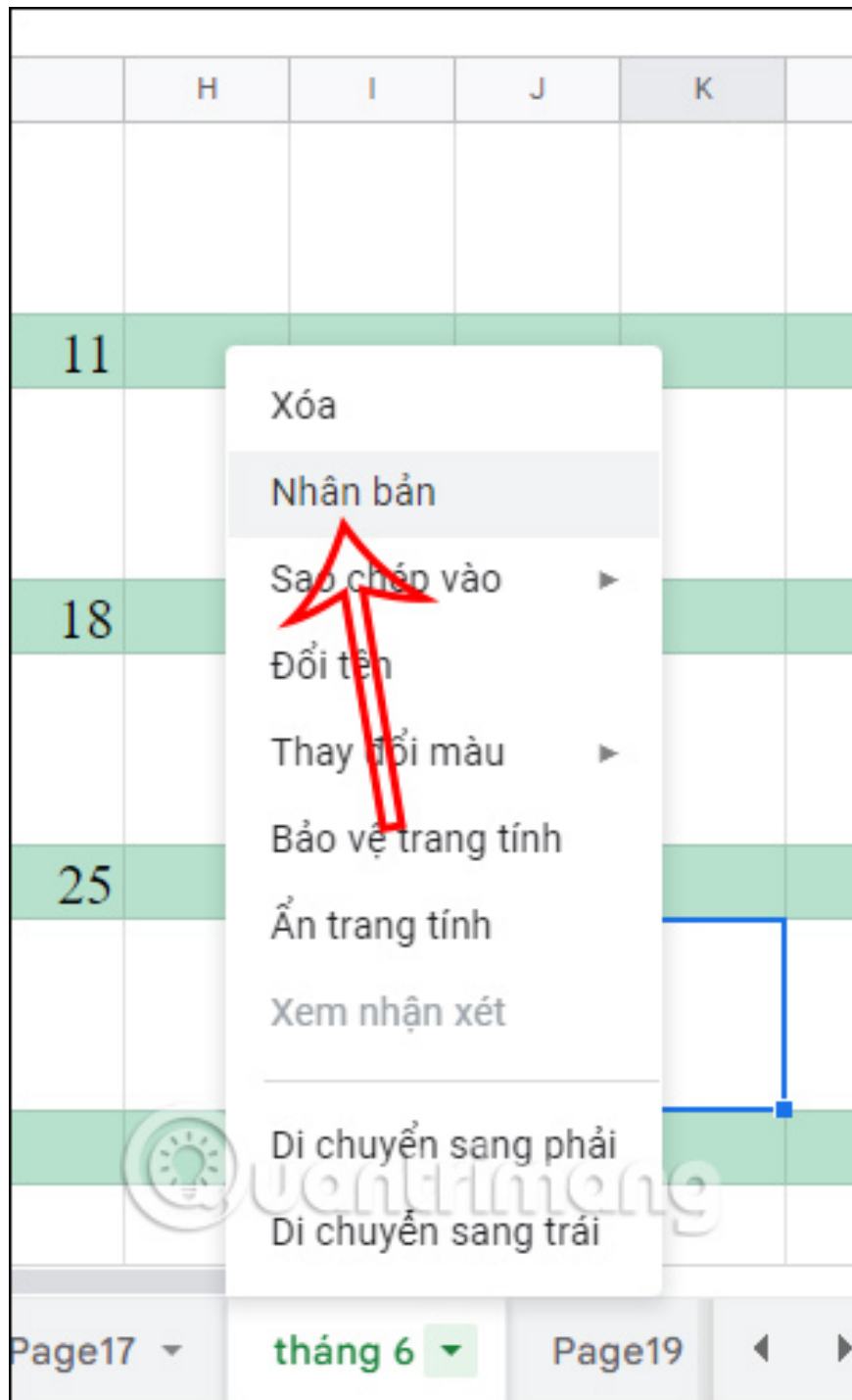
	A	B	C	D	E	F	G
1						Tháng 6	
2	Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu	Thứ Bảy
3				1	2	3	
4							
5	5	6	7	8	9	10	
6							
7	12	13	14	15	16	17	

Next, you can write notes for each day with an event if needed. The calendar interface is quite similar to a wall calendar.

	C	D	E	F	G
6	7	8	9	10	
13	14	15	16	17	
				Sinh nhật H	
20	21	22	23	24	

Step 5:

To **create a copy** of this month, click on **the current sheet name and select Duplicate** to create a new sheet. Then, adjust the dates and content of the calendar accordingly.



You enter the first two days of the week, then drag to the right to automatically fill in the remaining days. After that, just fill in the events you want to pay attention to; the calendar formatting will remain unchanged.

	A	B	C	D	E	F	G
1						Tháng 7	
2	Chủ Nhật	Thứ Hai	Thứ Ba	Thứ Tư	Thứ Năm	Thứ Sáu	Thứ Bảy
3						1	2
4							
5	3	4	5	6	7	8	9
6							
7	12	13	14	15	16	17	18

You finished reading the article "**How to create a calendar in Google Sheets**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.