

How to create a calendar in Word

Even in Word, there is a calendar template for us to create a personal calendar when using our images, with many different options.

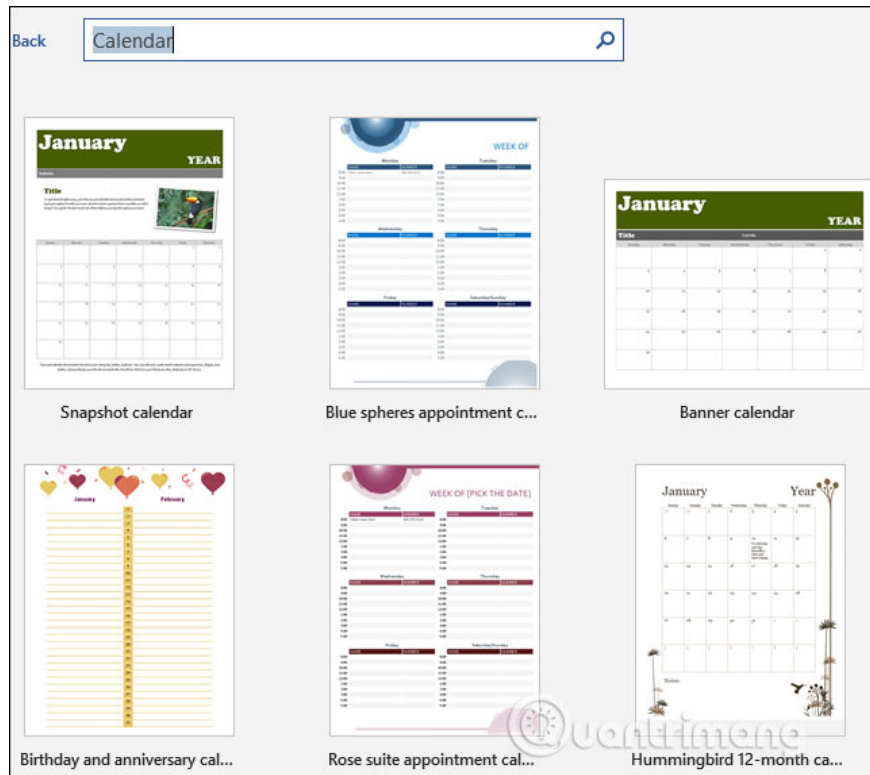
To create the new year calendar in 2020 we have a lot of creating tools such as calendar creation software, online websites to create calendars. If you just need to create a simple calendar, you can use Word immediately, the office toolkit offers many different templates, including the Calendar template. Word brings many different calendar templates like year calendar, month calendar template for you to choose. Besides, we can also change the image in the calendar to our image if available. The following article will guide you how to create a calendar in Word.

Instructions for creating calendars on Word 2010 and up

Step 1:

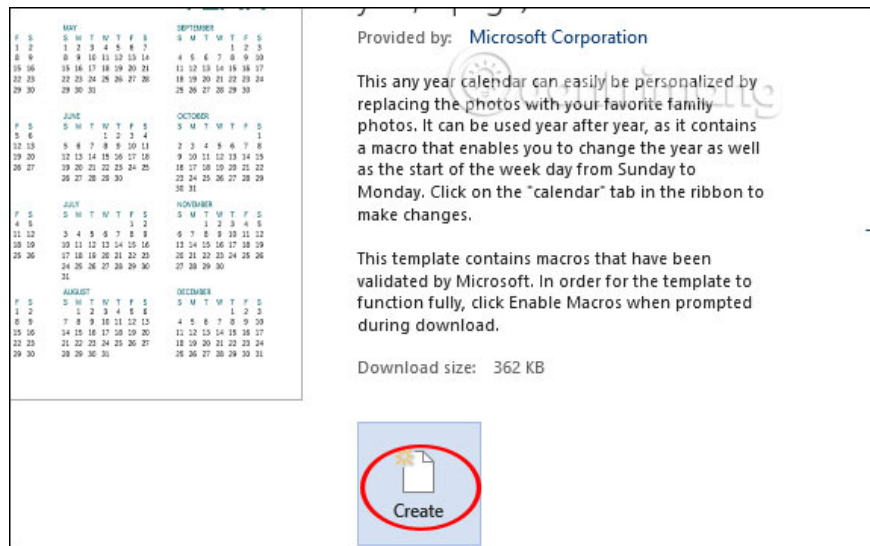
At Word interface, click on **File** and select **New** . Now display the new item search interface, in the search bar we **enter the keyword Calendar** and press Enter. Immediately afterwards display many calendar templates for you to choose.

There will be a monthly calendar or a yearly calendar for you to choose.



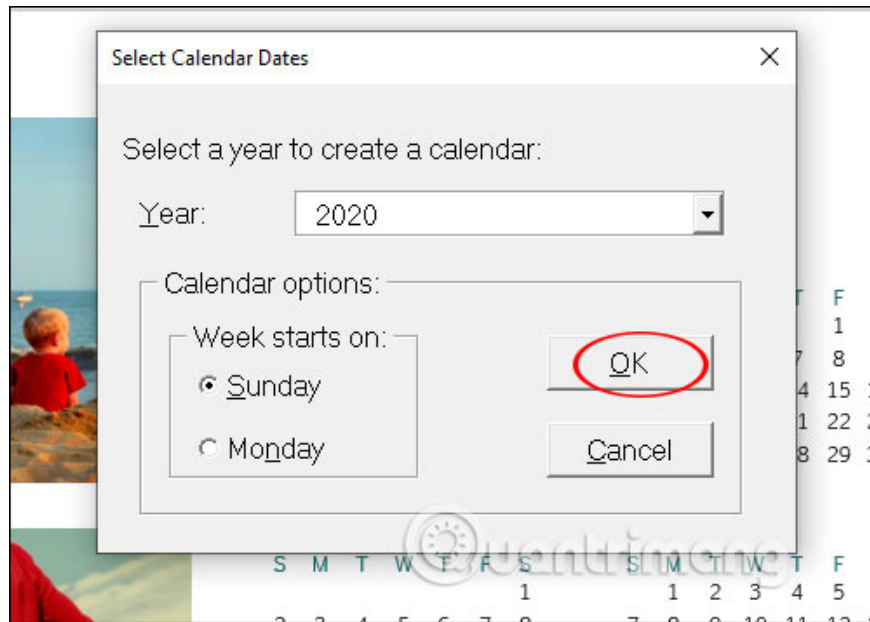
Step 2:

When you have selected the type of calendar you want to use, click **the Create button** to create.



Step 3:

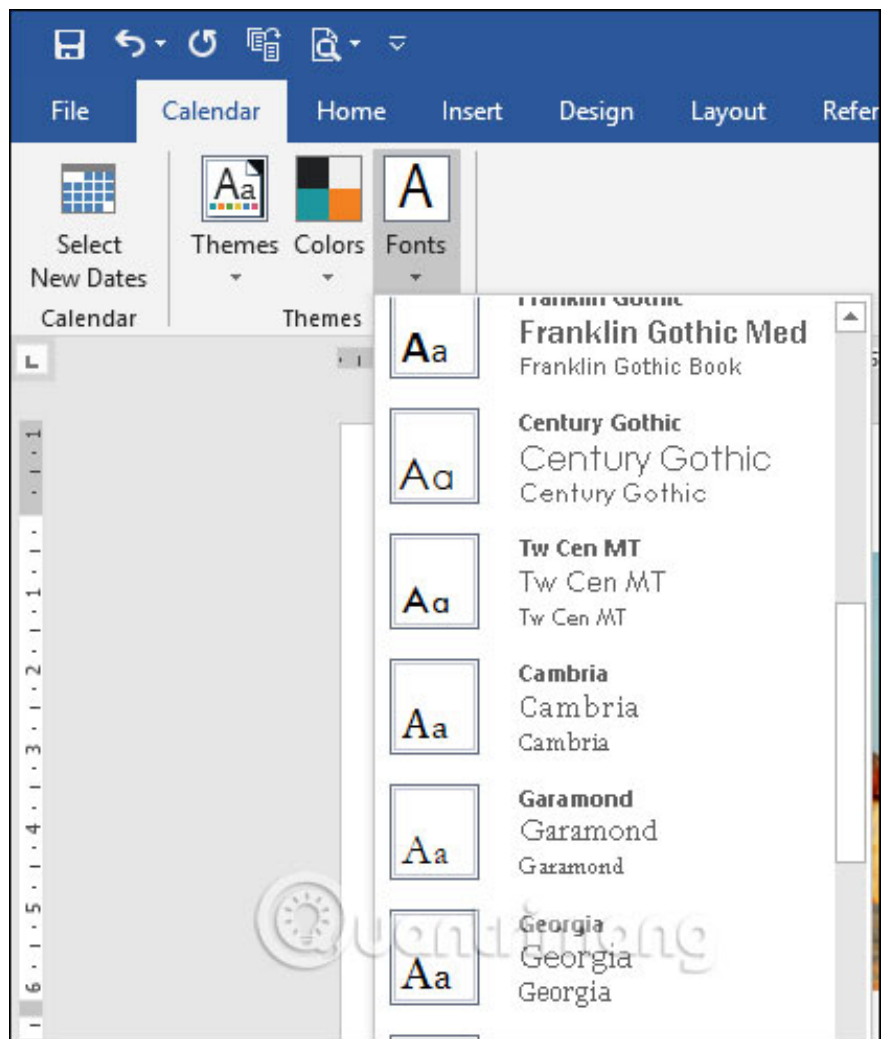
Now display the information interface, select the month in the Month and select the first day of the week, then click OK. If you select a calendar by month then only the month and year you want to create the calendar.



Step 4:

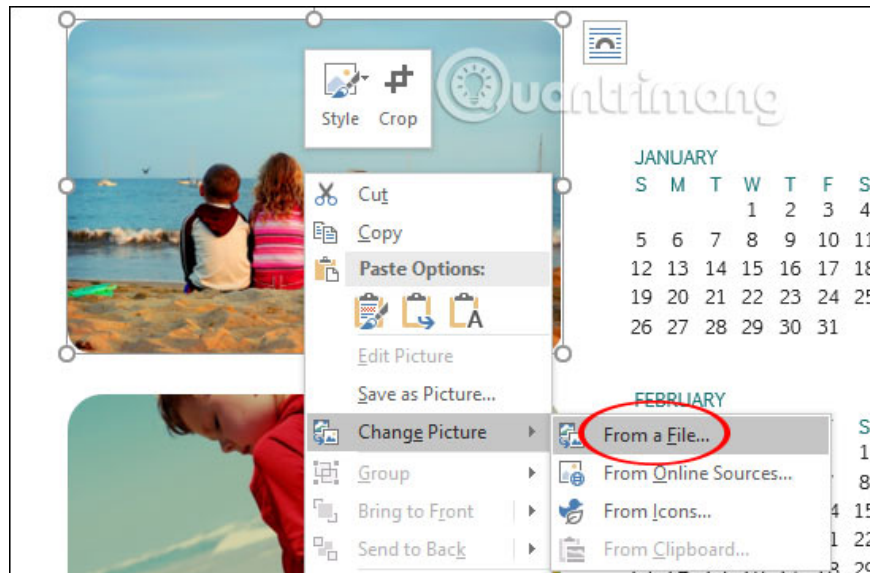
Display the calendar view, click the Calendar tab in the toolbar, and reset the content as desired.

1. Select New Dates: Create a calendar for other months and years.
2. Themes: Edit the calendar interface according to the available templates.
3. Color: Recolor the calendar according to the available color palettes.
4. Font: Select a different font for calendar details.

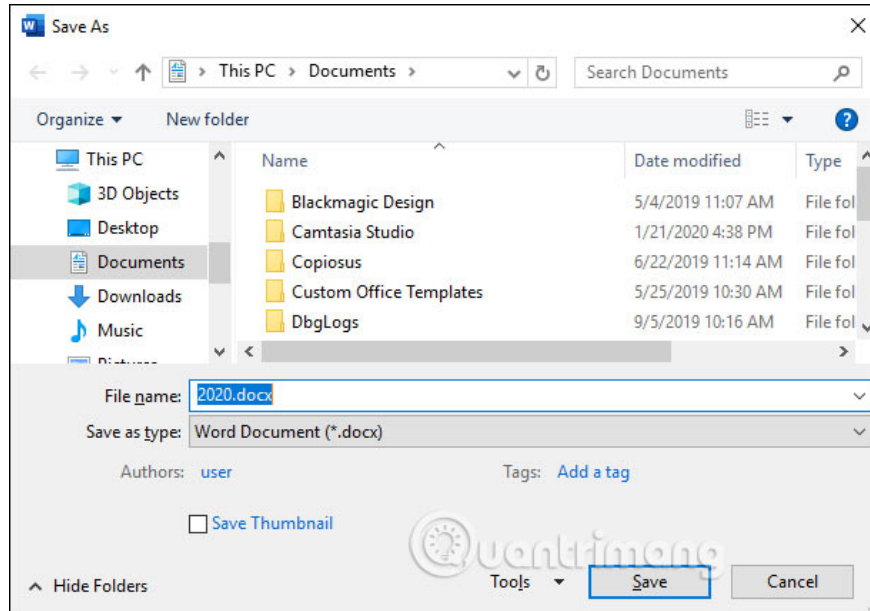


Step 5:

With the photo calendar, the user has the option of changing to a personal picture. Right-click on an existing image and select **Change Picture** then click **From a File...**



Finally, **click Save** to save the newly created calendar in Word.



I wish you successful implementation!

You finished reading the article "**How to create a calendar in Word**" 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.