

# How to insert calendars into PowerPoint

To add a calendar to a PowerPoint slide, you can insert an existing calendar or download additional calendar templates if you want.

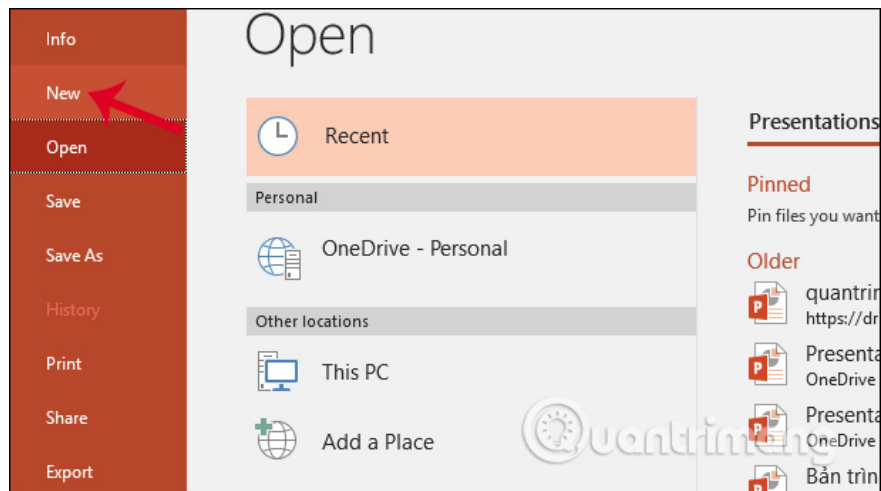
In order to serve the content on a PowerPoint slide, users can insert images into a slide, insert videos on a slide, or have a requirement to insert a calendar into a slide. There are several calendar types available on PowerPoint for users to choose to insert content or download additional calendars on the Microsoft website if desired. Calendar after inserting into the slide can choose to use only the months you need or insert the calendar. The following article will guide you how to insert calendars into PowerPoint slides.

1. Instructions for inserting Youtube videos into PowerPoint
2. How to insert music into a Powerpoint slide
3. How to create PowerPoint photo album with effects
4. How to blur the background image in PowerPoint

## Instructions for creating calendars into PowerPoint

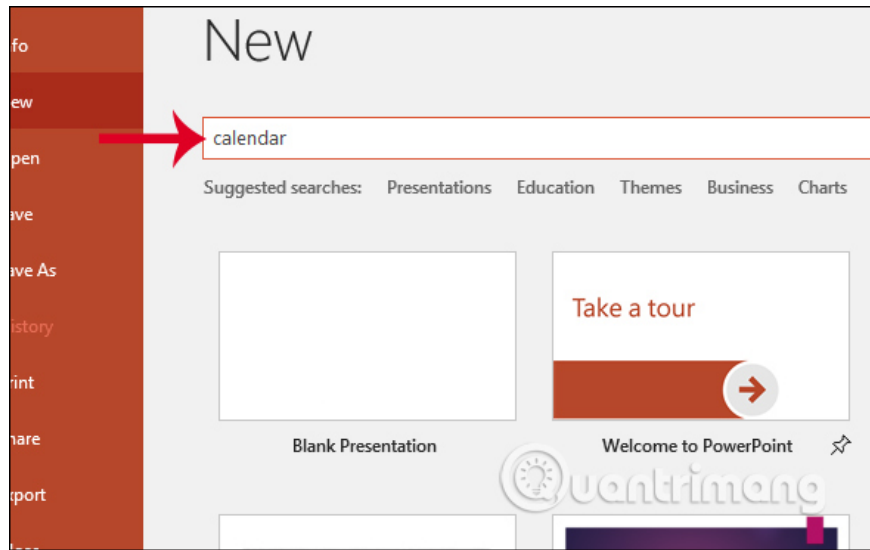
### Step 1:

First click on **the File menu** on the PowerPoint interface and then click **New** to create a new slide.

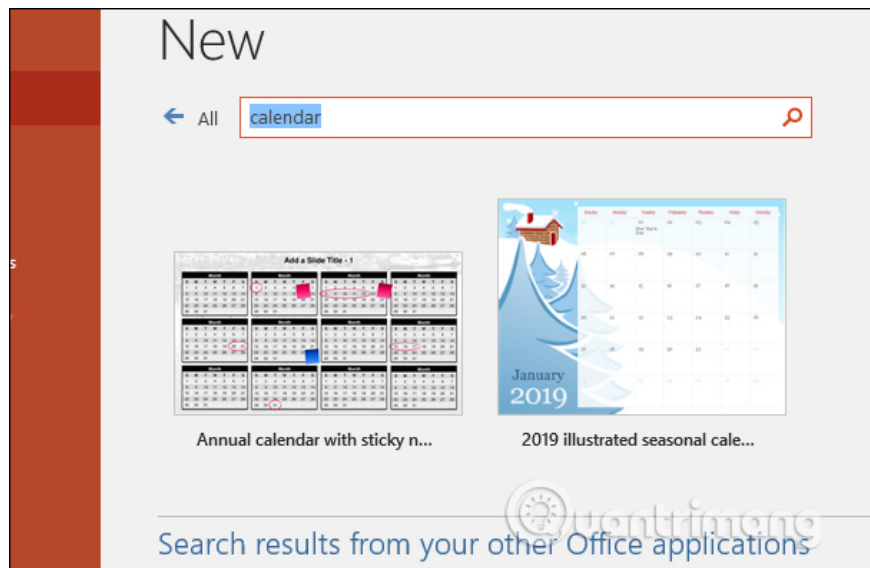


### Step 2:

In the search box **enter the calendar keyword** to search for the calendar available on PowerPoint.



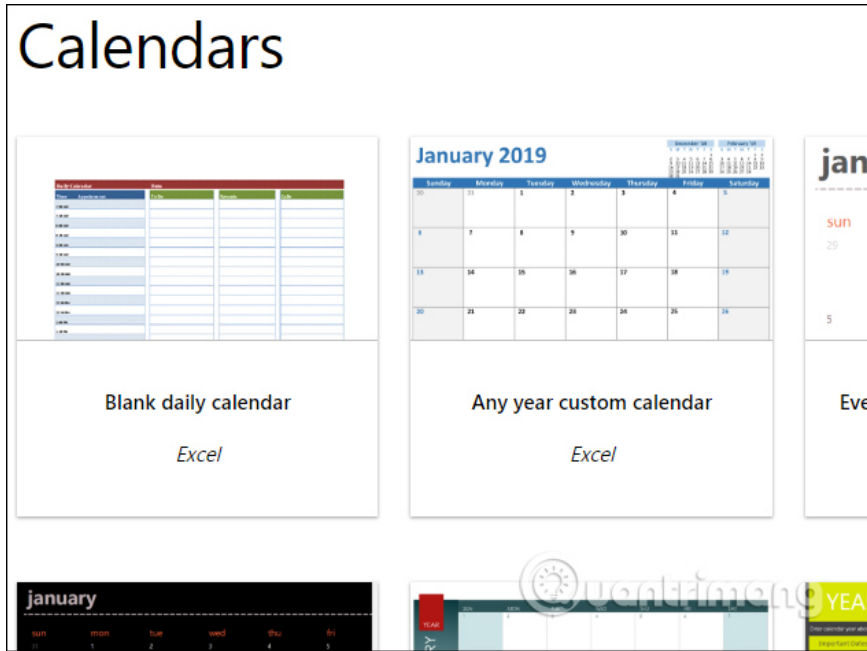
As a result, you will see two types of calendars available for use as shown below.



In case the PowerPoint calendar template does not match the calendar you want, you can access the link below to download more calendars.

1. <https://templates.office.com/en-us/Calendars>

# Calendars



Blank daily calendar

*Excel*

January 2019

Any year custom calendar

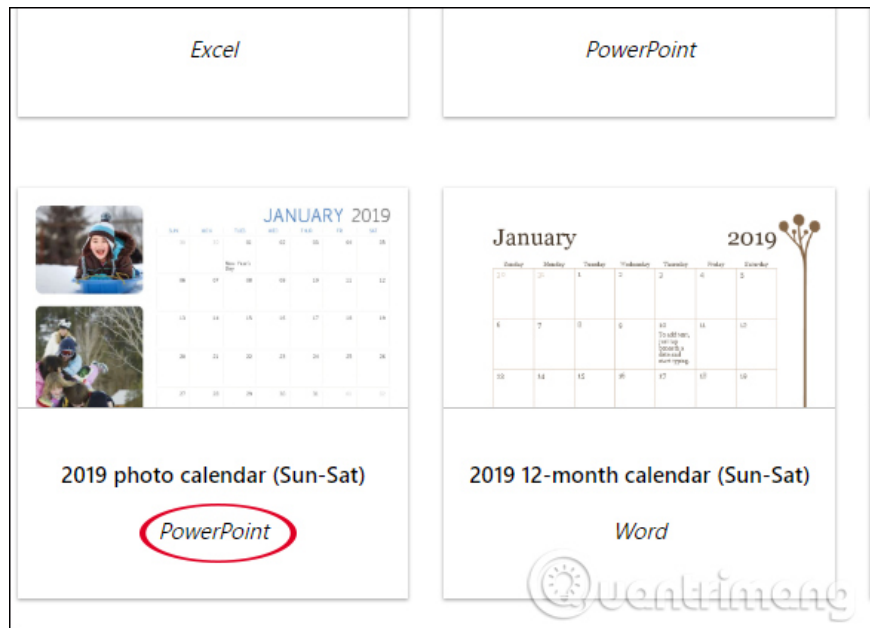
*Excel*

january

Every



Find down **PowerPoint** calendars to download the calendar file in potx format.



*Excel*

*PowerPoint*



2019 photo calendar (Sun-Sat)

*PowerPoint*



2019 12-month calendar (Sun-Sat)

*Word*

Click the **Download** button to download the file and open it for use as usual.

# 2019 photo calendar (Sun-Sat)

For each month of this 2019 calendar, insert two photos of your family, pets, or other favorite subjects. The calendar is in a Sunday through Saturday format, and you can enter appointments and events for any date. Use the calendar in its electronic format or print a hard copy.

PowerPoint

[Download](#)

[Edit in Browser](#)



## Step 3:

With the available calendar template you click then click **the Create button** to open the calendar on a PowerPoint slide.

2019 illustrated seasonal calendar (Sun-Sat)

Provided by: **Microsoft Corporation**

This calendar template has a different illustration for each month in a Sunday through Saturday format. The illustrations are coordinated for the seasons: winter, spring, summer, and fall. Add appointments, events, and other special occasions and print.

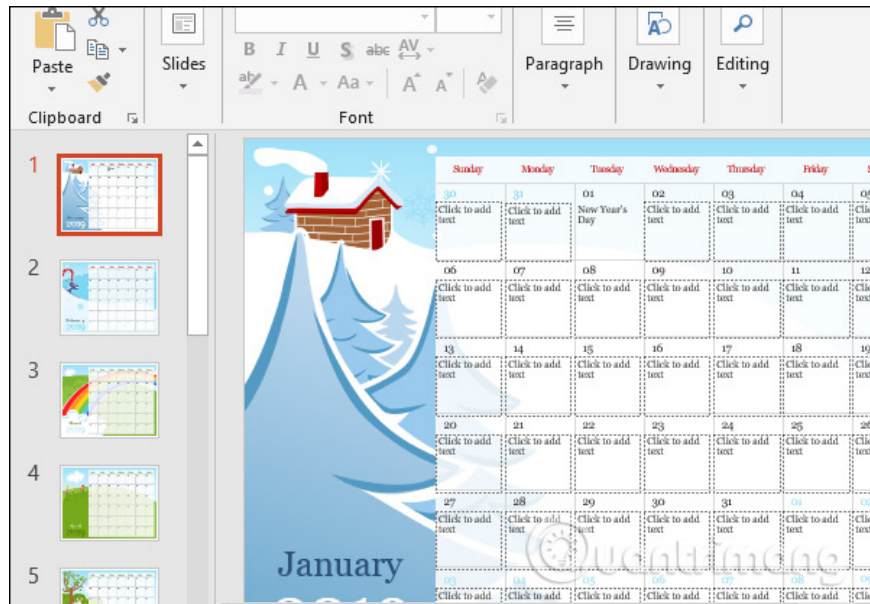
Download size: 427 KB

[Create](#)

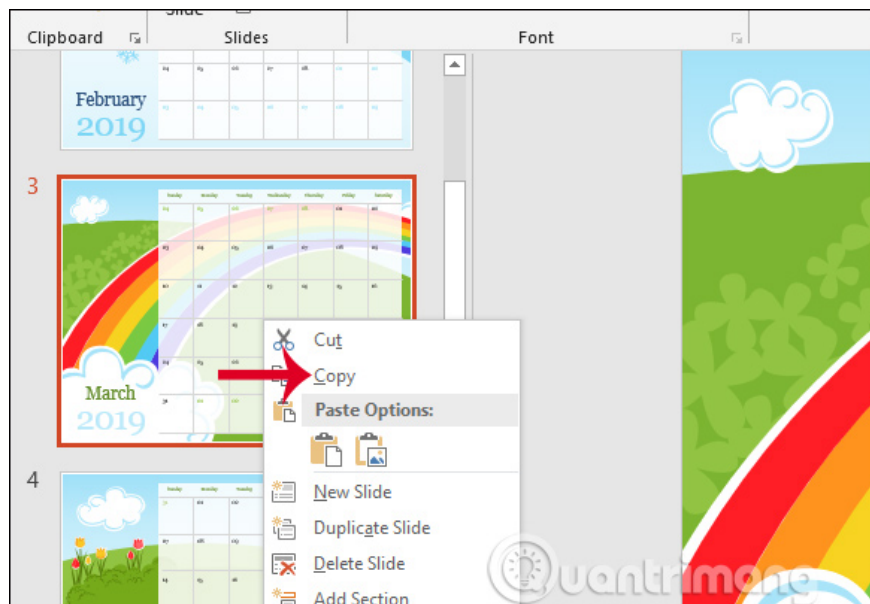
The screenshot shows a calendar for January 2019 with a winter-themed illustration of a snowy mountain and a cabin. The calendar grid shows the days of the week and dates. A red arrow points to a "Create" button with a document icon.

## Step 4:

The calendar displayed on PowerPoint slides will be divided into different slides for each month of the year with the calendar year.



In case you just need to use the calendar of a certain month for another slide available on PowerPoint, right-click on the calendar slide that month and **select Copy** .

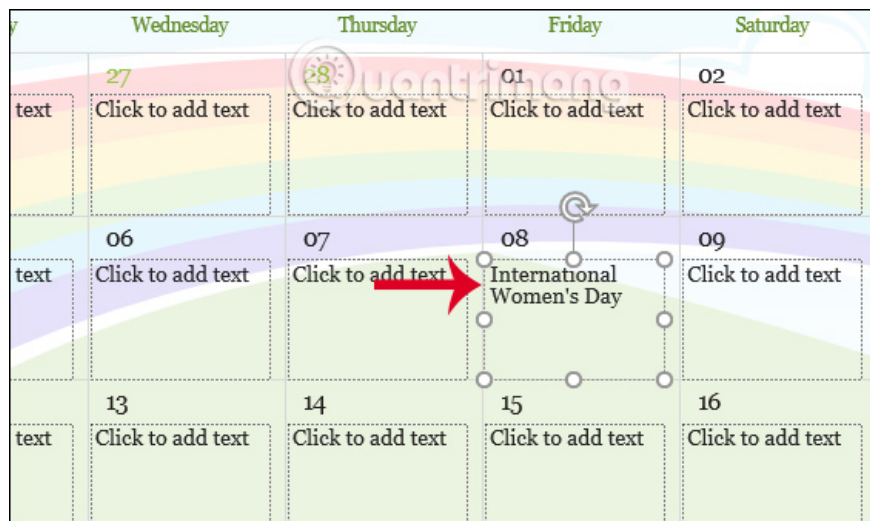


Open slides on PowerPoint and right-click on the slide content, select **the Keep Source Formatting icon** , or press Ctrl + V to quickly paste the calendar into the slide content.

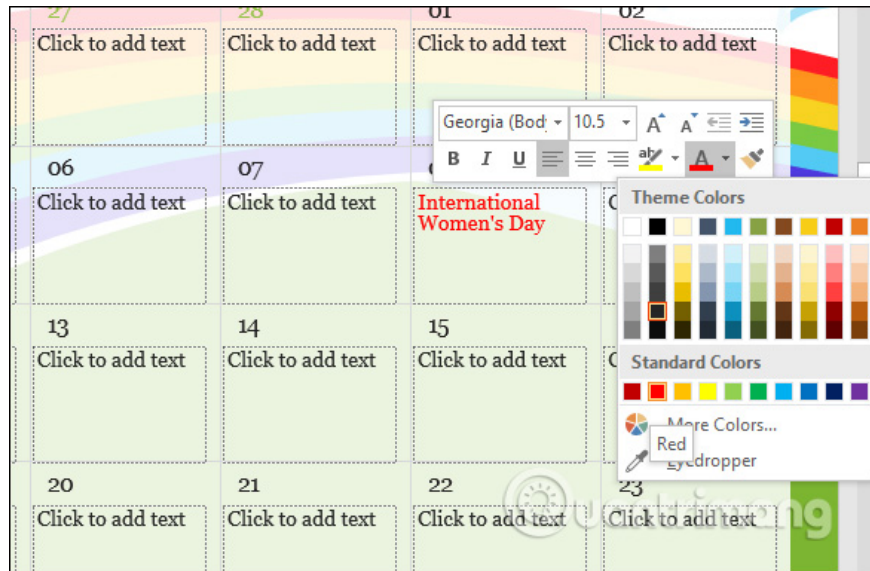


### Step 5:

As a result, you will see the calendar displayed in the current PowerPoint slide. Users can change the content for each day of the month, adding special events or dates. Enter content as usual on the calendar day.



Content can also change the format format such as font, font size, color, art style to highlight important dates in the calendar.



So you have inserted the calendar into a PowerPoint slide with very simple steps. The calendar templates download more on the Microsoft homepage is very rich with many different designs so that users have more options to use the calendar for their slides.

I wish you all success!

You finished reading the article "**How to insert calendars into PowerPoint**" 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.