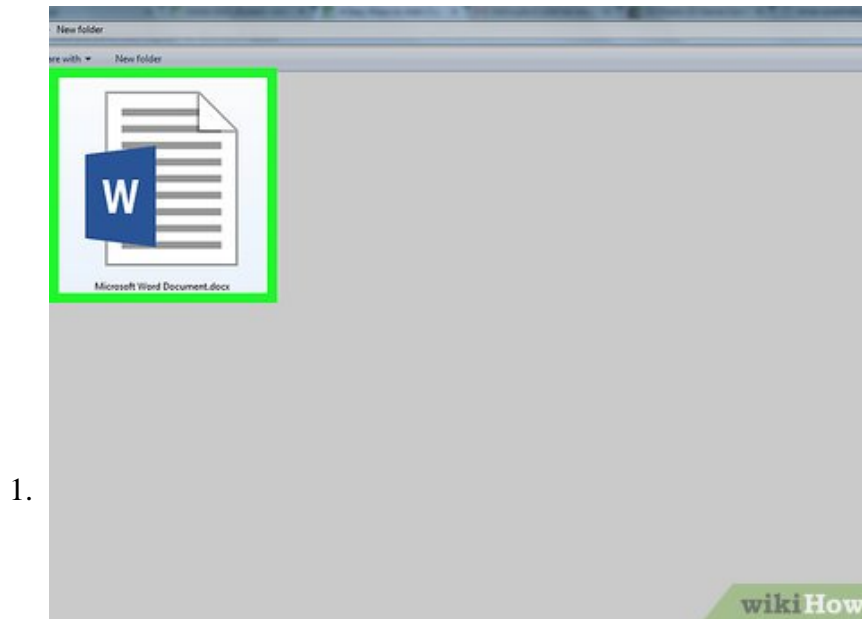


How to Make a Calendar in Word

This wikiHow teaches you how to make a calendar in Microsoft Word for Windows and Mac. You can either use a Microsoft calendar template to quickly create a calendar, or you can manually create your own calendar using a table. Open...

Method 1 of 2:

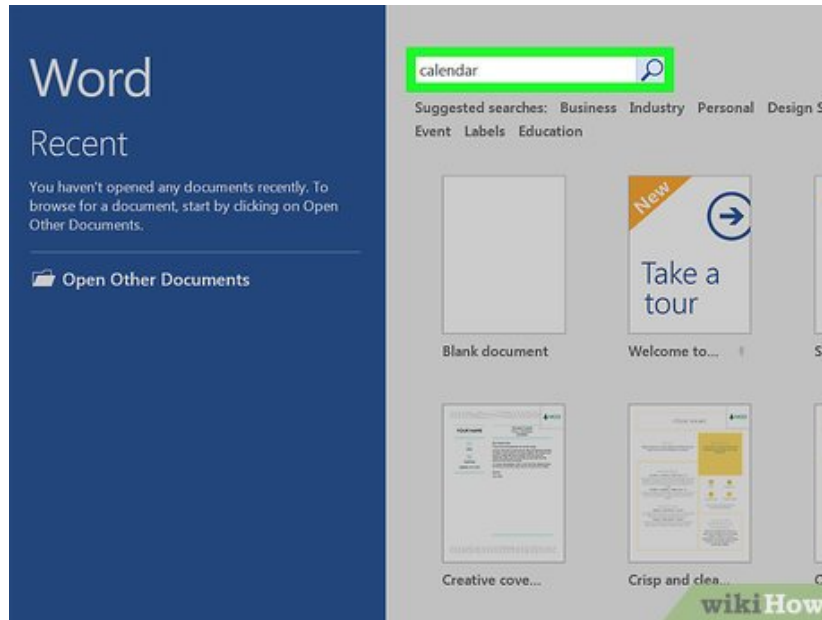
Using Templates



1.

Open Microsoft Word. It's a dark-blue app with a white "W" on it.

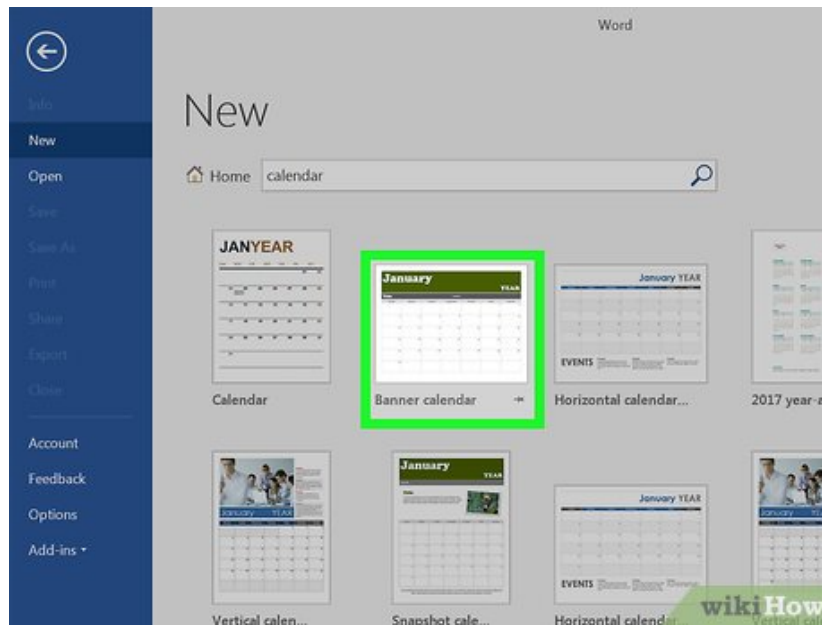
2.



Click the search bar. It's at the top of the Word window.

1. On Mac, first click **File** in the upper-left corner, then click **New from Template...** in the drop-down menu.

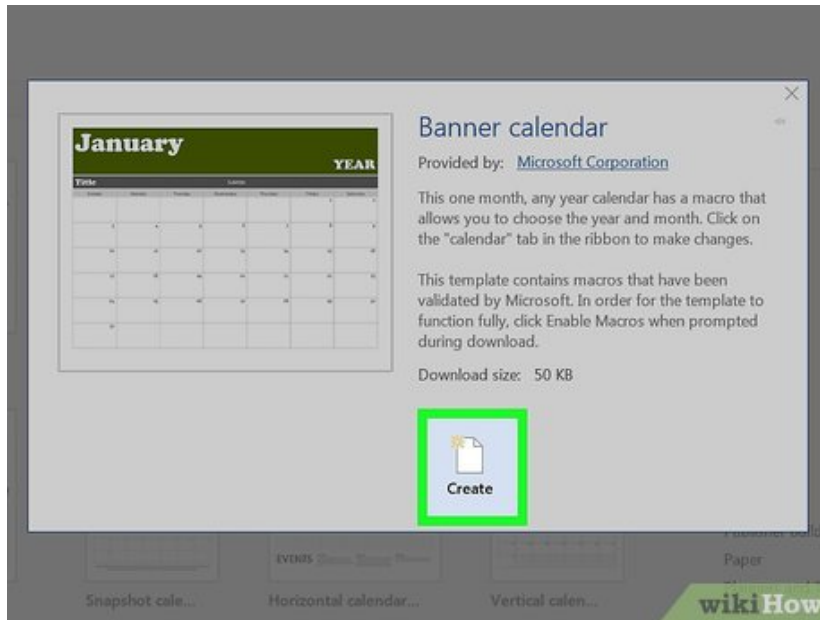
3.



Type in calendar , then press ? Enter. Doing so will search the template store for calendar templates.

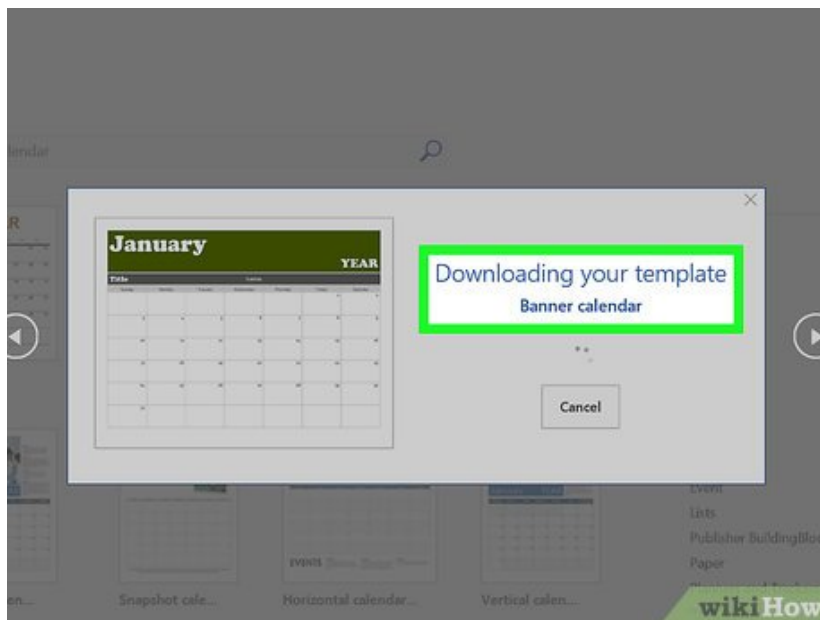
1. You must be connected to the Internet in order to do this.

4.



Select a calendar template. Click on a calendar that you want to use. The calendar's page will open.

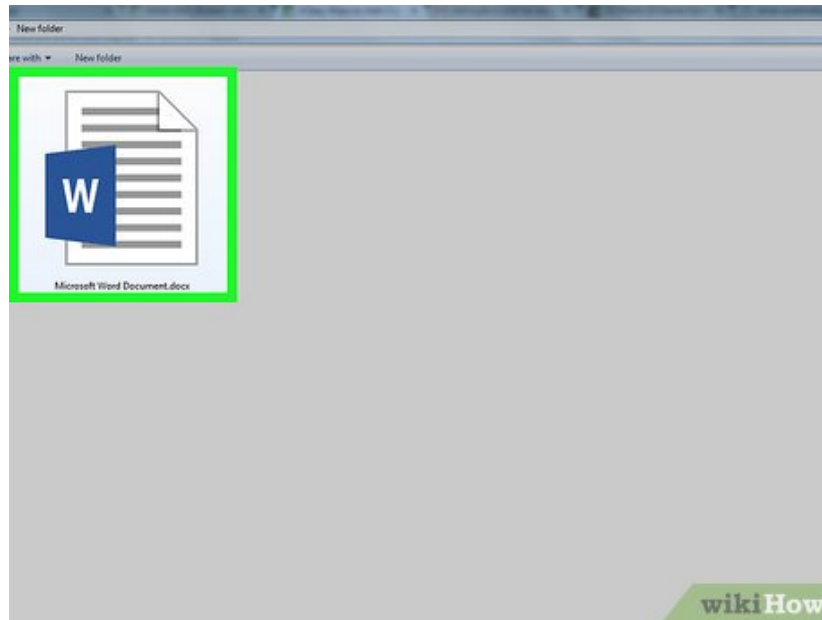
5.



Click . It's to the right of the calendar. This will prompt the calendar template to download.

1. If you are prompted to enable Macros, select **Enable Macros**, as this will make it easier to make additional calendars for future months and dates.

6.

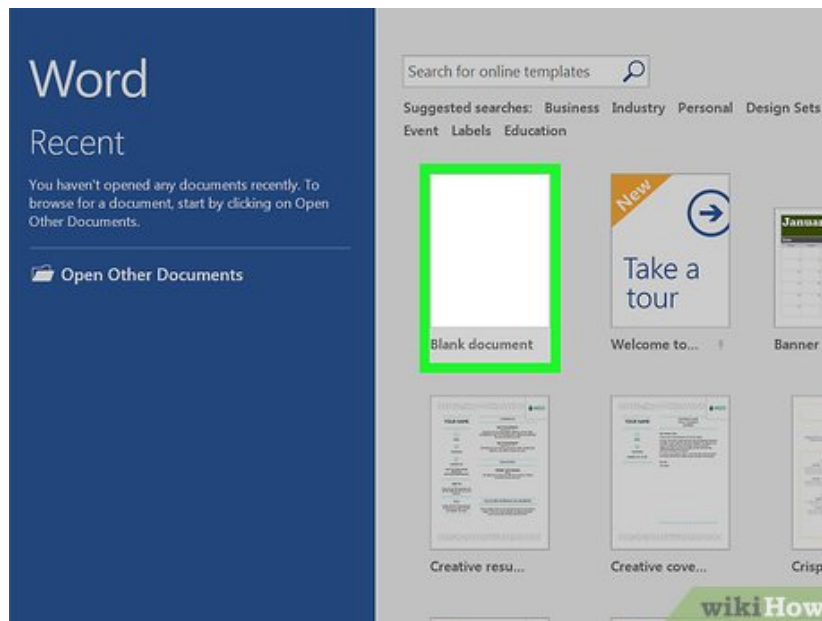


Wait for the calendar to load. Once the template finishes downloading, it will open automatically in Microsoft Word.

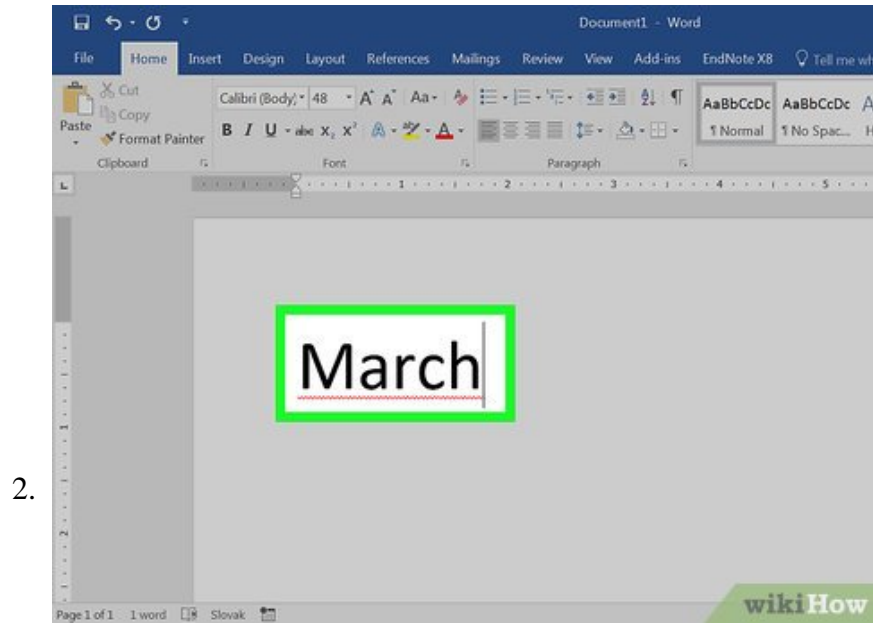
Method 2 of 2:

Creating a Calendar Manually

1.

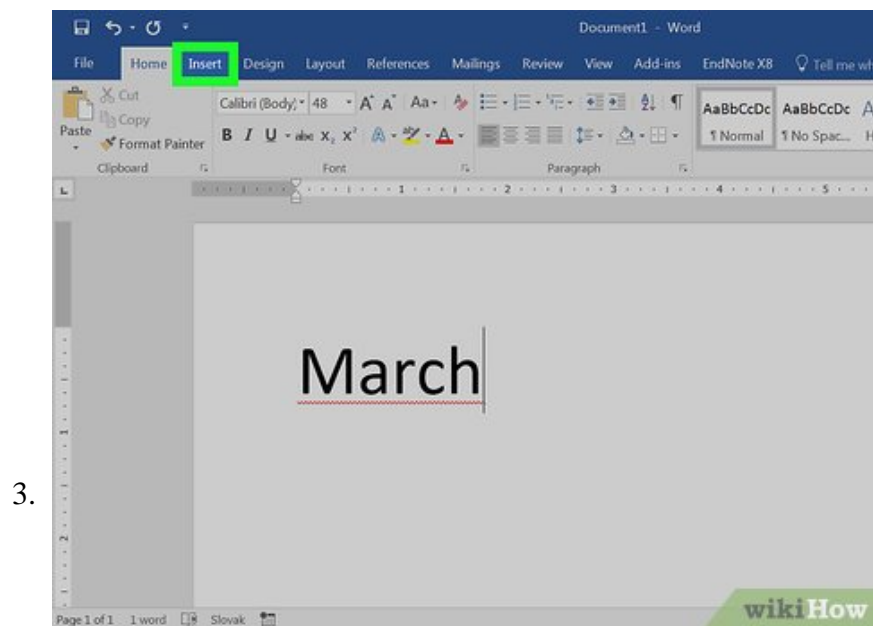


Open Microsoft Word. It's the dark-blue app with a white "W" on it. The Word home page will open.



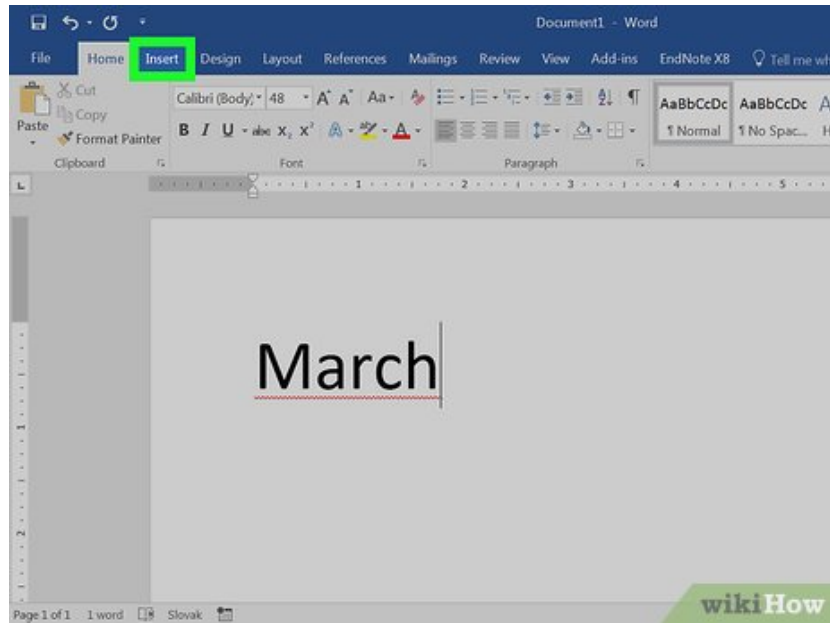
Click **Blank document**. This option is in the upper-left side of the home page.

1. Skip this step on a Mac.



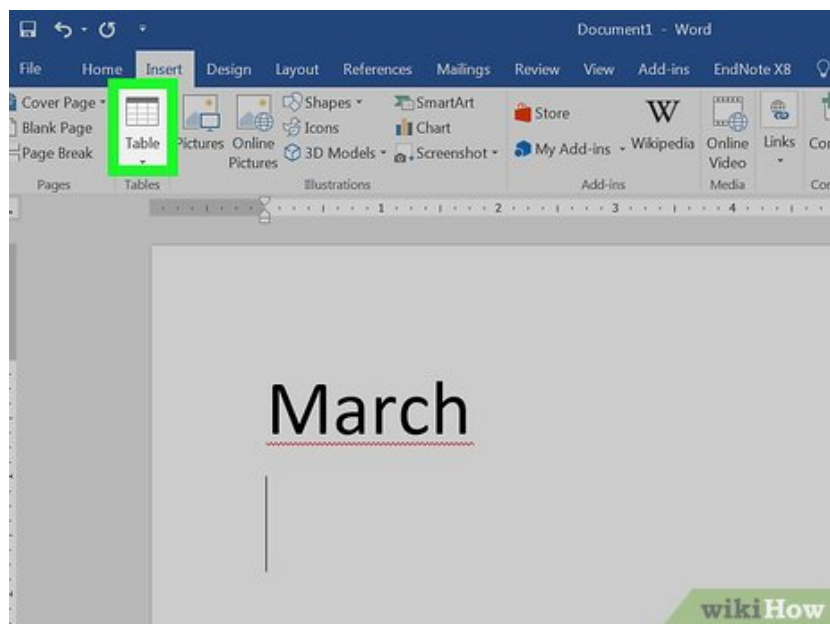
Enter the month. Type in the name of the month for which you want to create your calendar, then press **Enter**. Doing so ensures that your month is above your calendar.

4.

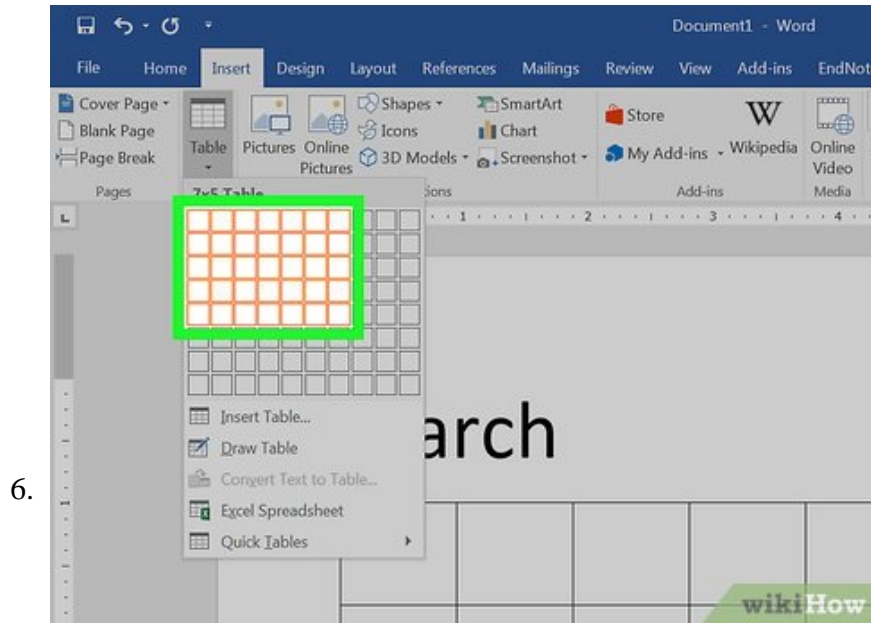


Click the **Insert** tab. It's in the blue ribbon at the top of the Word window. The **Insert** toolbar will open below the ribbon.

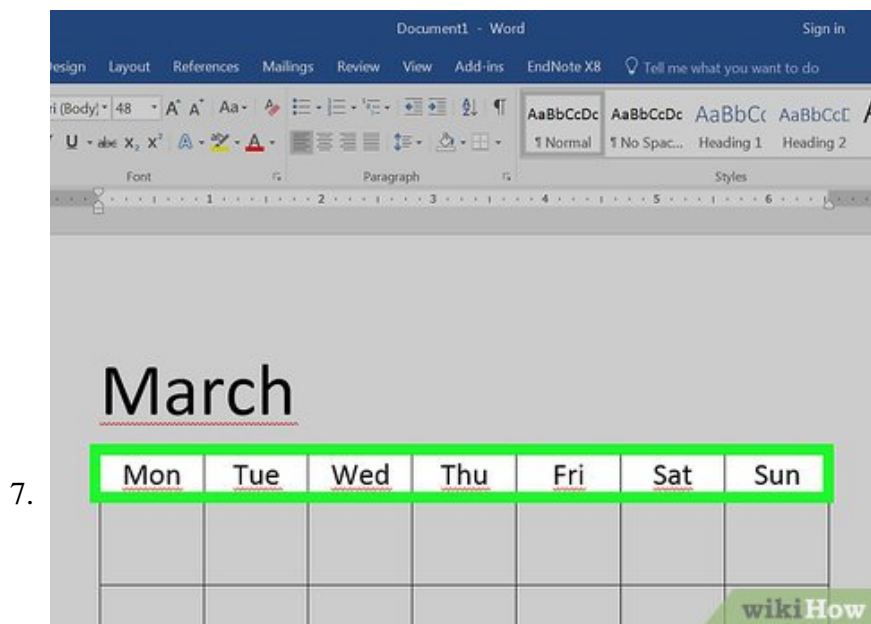
5.



Click **Table**. You'll find this in the "Tables" section of the toolbar.

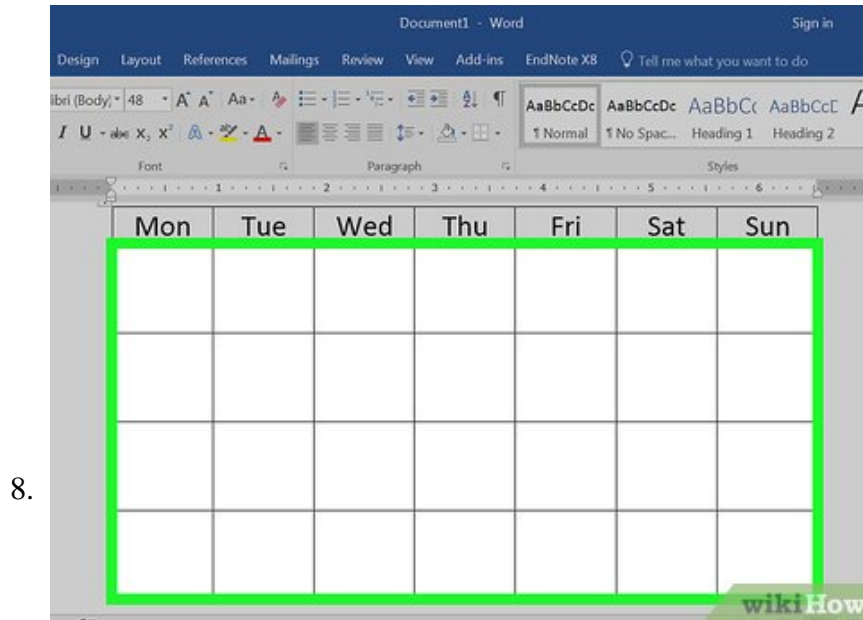


Create a table. Drag your mouse cursor seven boxes to the right and five (or six, depending on the month) boxes down, then click. This will create a seven-by-five(or seven-by-six) table to serve as your calendar.

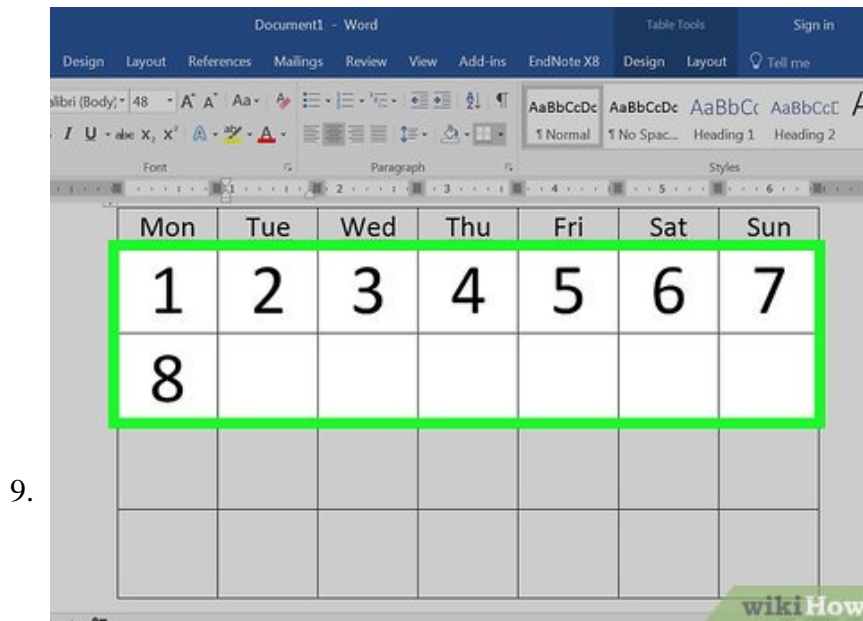


Enter the days of the week. In the top row of boxes, type in a day of the week for each column.

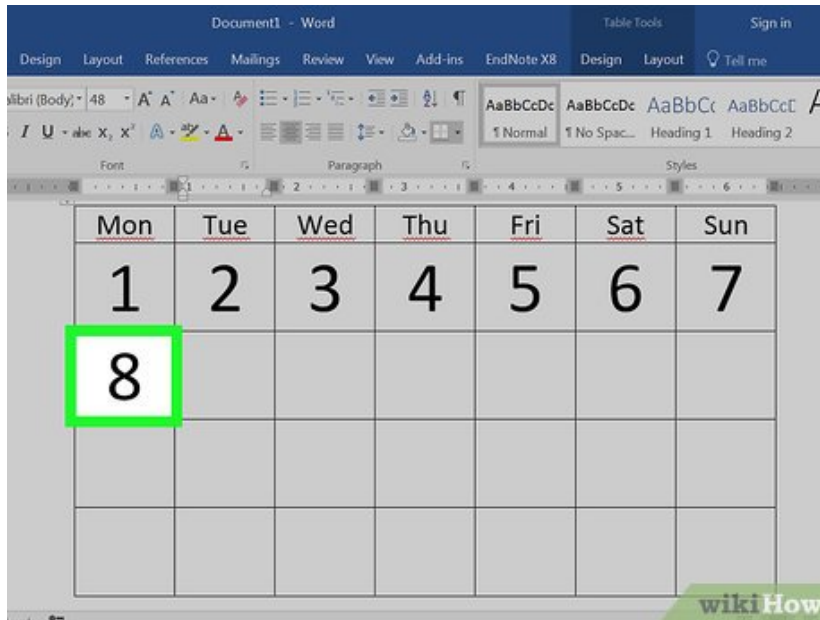
1. For example, you'd put "Sunday" in the top-left box, "Monday" in the box to the right of that, and so on.



Expand your calendar's boxes. Starting with the third horizontal line from the top of the calendar, click and drag the line downward to enlarge the second row of boxes. Repeat this process for each row of boxes until your calendar is the right size for you.

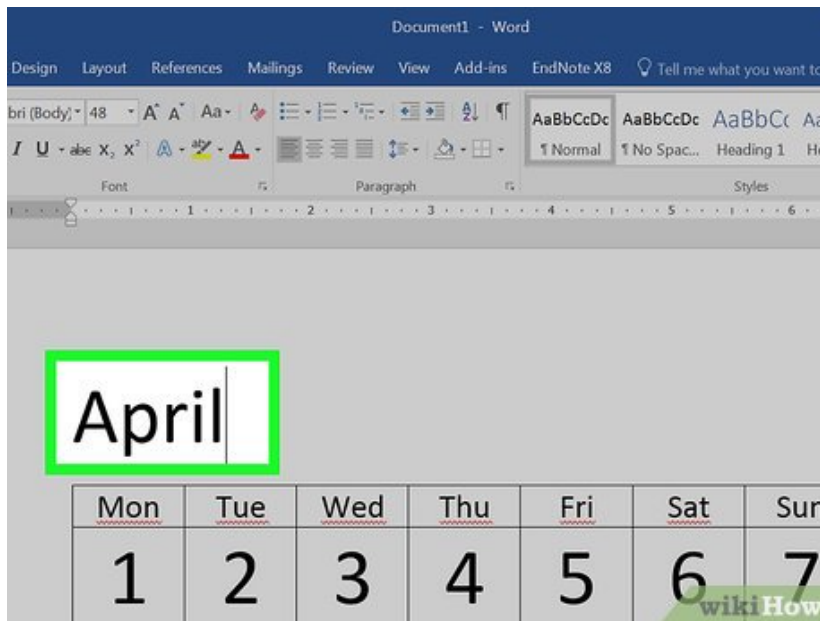


Add day numbers. Click the box in which the first day of your month starts, type in `1`, press `Tab`, and proceed to number the rest of the days.



10.

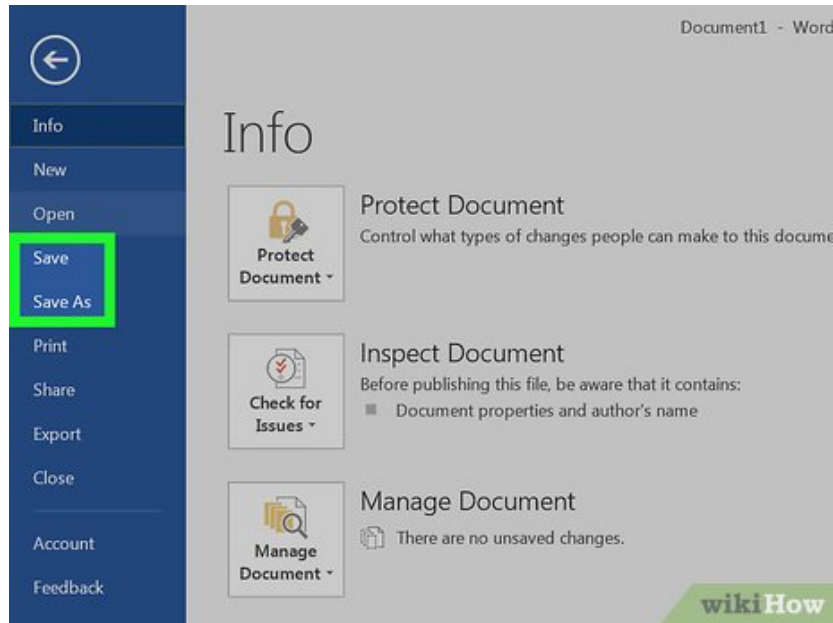
Add information to your calendar. Once you've numbered the days, you can go back and add events, holidays, appointments, and so on by clicking a day's box, pressing `?Enter` to start a new line, and typing in the event's name or details.



11.

Create other months. You can add more months to your calendar by clicking below the current month's calendar, pressing `?Enter` a couple of times, and then repeating the calendar creation process.

12.



Save your calendar. Press either **Ctrl + S** (Windows) or **Command + S** (Mac), then select a save location, enter your calendar's name, and click **Save**.

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