

How to Make a Calendar in Word

Whether you need to keep track of numerous commitments, plan for the holidays, or simply check when your free time is, the calendar is your go-to tool. But rather than using generic printed calendars, you can make a more convenient and detailed example by using curated and personalized calendars. Something as simple as the MS Word document can already be a perfect calendar creator. Learn how to make a calendar in Word in this post.

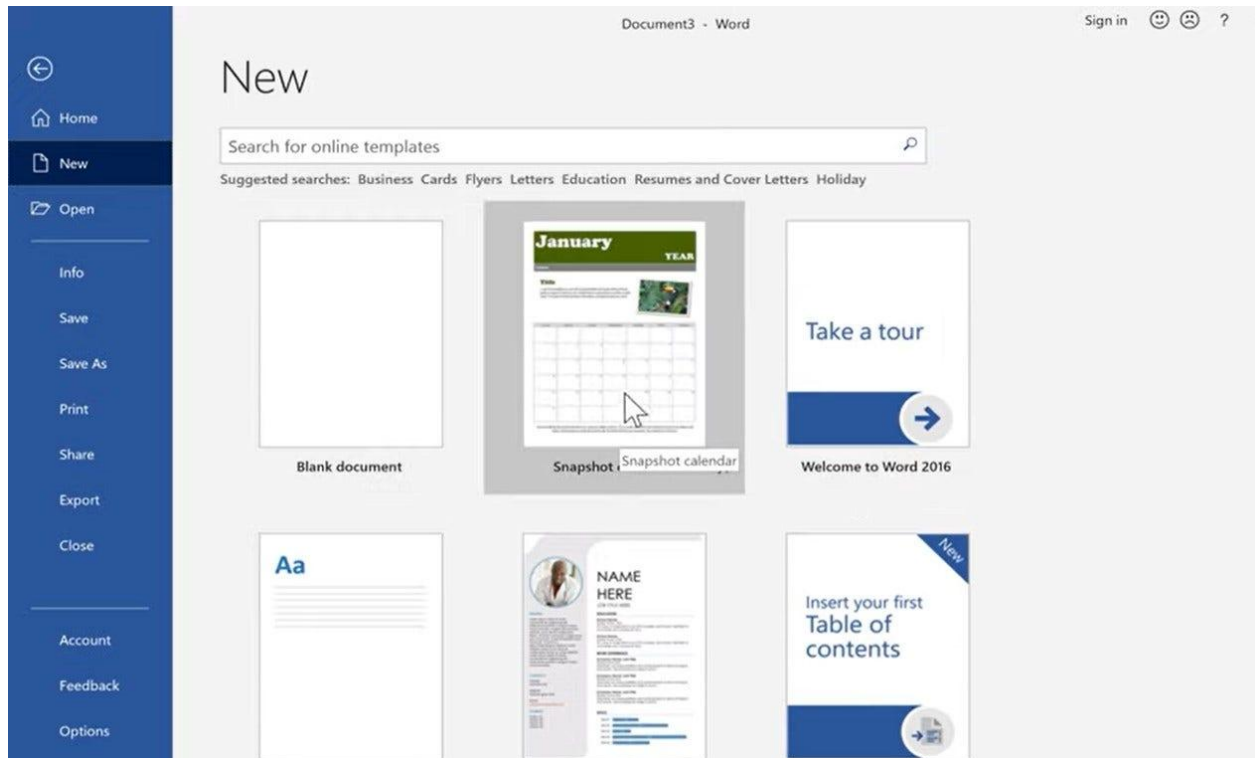
SUMMARY:

- For Windows: Open **MS Word**. Click **File**, then **New**. Select any calendar template and modify the calendar.
- For Mac: Go to **MS Word**. Click **File** and **New from Template** afterward. Then, find your preferred calendar template to edit and insert text later.

How to Make a Calendar in Microsoft Word Using Windows

Besides depending on WinCalendar, Kalender, or any other calendar creator, Microsoft Word contains an array of features including calendar templates. So rather than searching for an alternative calendar maker that lets you start from scratch, Word calendar templates are much more convenient as you only need to fill out and edit details. Take note that you can use these steps for a variety of Word versions; its versatility will allow you to learn how to create a calendar in Word 2007, Word 2010, Word 2013, and more.

1. Open **Microsoft Word**. If you do not have that program yet, then be sure to install it so you can locate it on your computer. Once you are inside Word, click **File** located at the top left side of the window. Then, press **New**.
2. You will be led to a screen where you can make a **Blank document** or choose templates. There are many options to select from business cards, flyers, letters, and so much more. But, of course, your goal is to look for a calendar. So scroll down to search for your preferred calendar template and click it. One example is the **Snapshot calendar**.

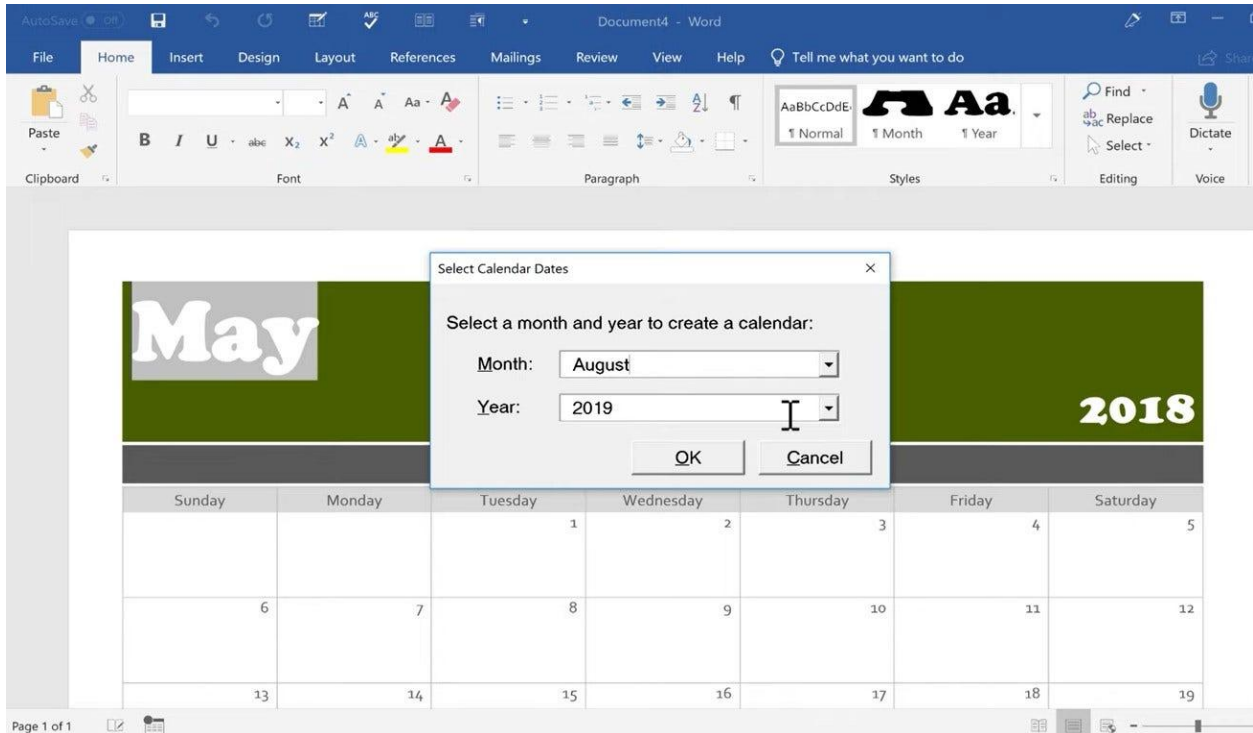


Note: Instead of taking time to scroll down in choosing templates, simply go to the **Search for online templates** bar at the topmost part of where you scroll for templates. From there, write **Calendar** and you will automatically be given a variety of calendar options pronto.

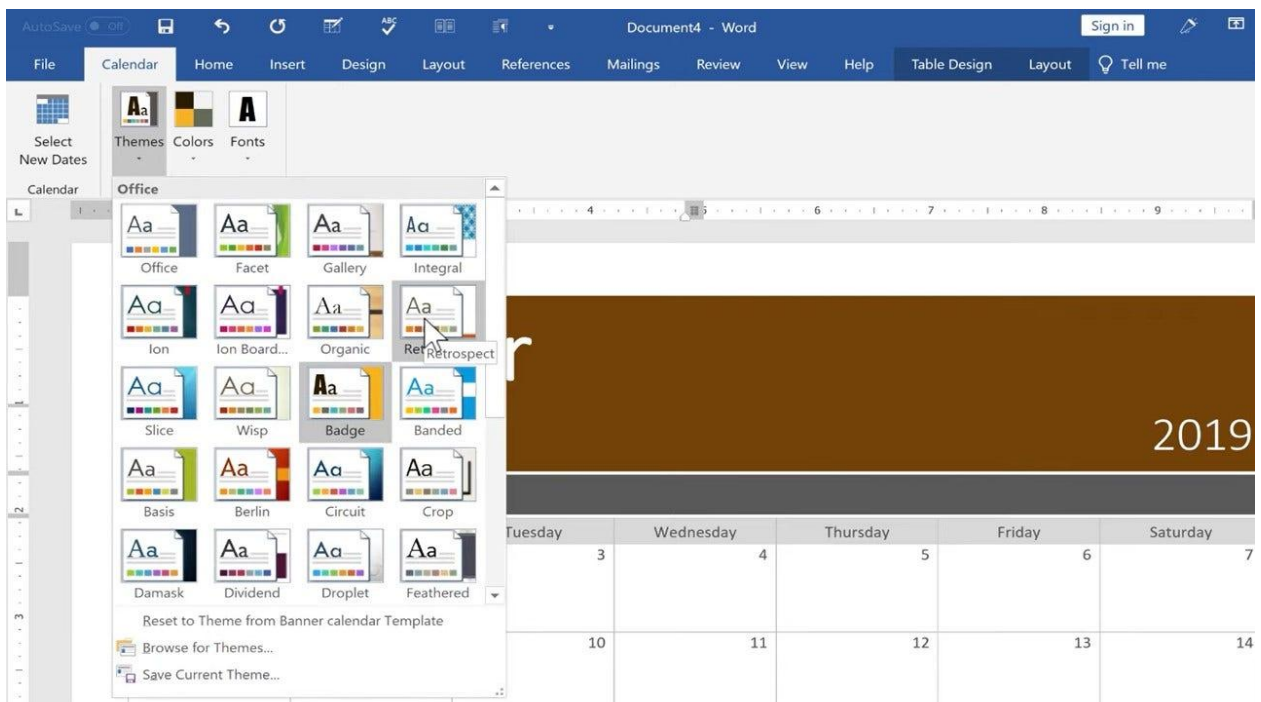
3. You can also click on each calendar template for a closer look or preview of how it actually looks like. Take this opportunity to observe the details, designs, and other criteria until you can select your most preferred type of calendar.

Note: Check out more [printable calendar templates in Word](#) at Template.net. That is if the options available in Word are still lackluster for you.

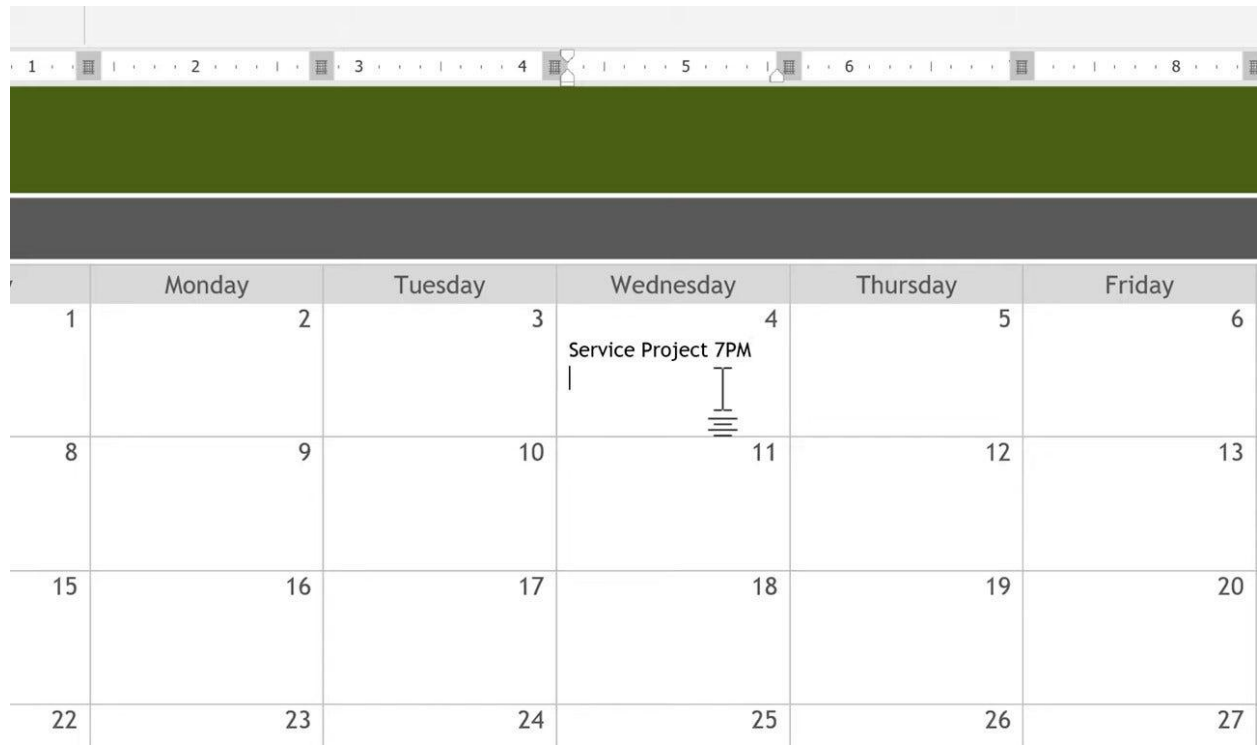
4. Now, edit your chosen calendar template. For the template you clicked, you will automatically see a dialog box that allows you to edit the calendar dates. An example is to change the month and year of your calendar. Just select the downward button from each category to choose your preferred month or year. Then press **OK**.



5. Now for the important part to build your calendar—editing. You can achieve that by exploring the different formatting tools in the **Calendar** menu where you can select different calendar themes, colors, and fonts. The same goes for structuring your Word document as a monthly calendar, yearly calendar, or any of the sort.



6. Lastly, insert the data. For every day in the calendar, you can start inserting your plans. And this is where your calendar becomes useful; it does not only remind you of the specific days every week, month, or year but also what specific plans you have per day. Once you are done, click **File**, then **Print**. But you can also save soft copies where you can add or change your data anytime.



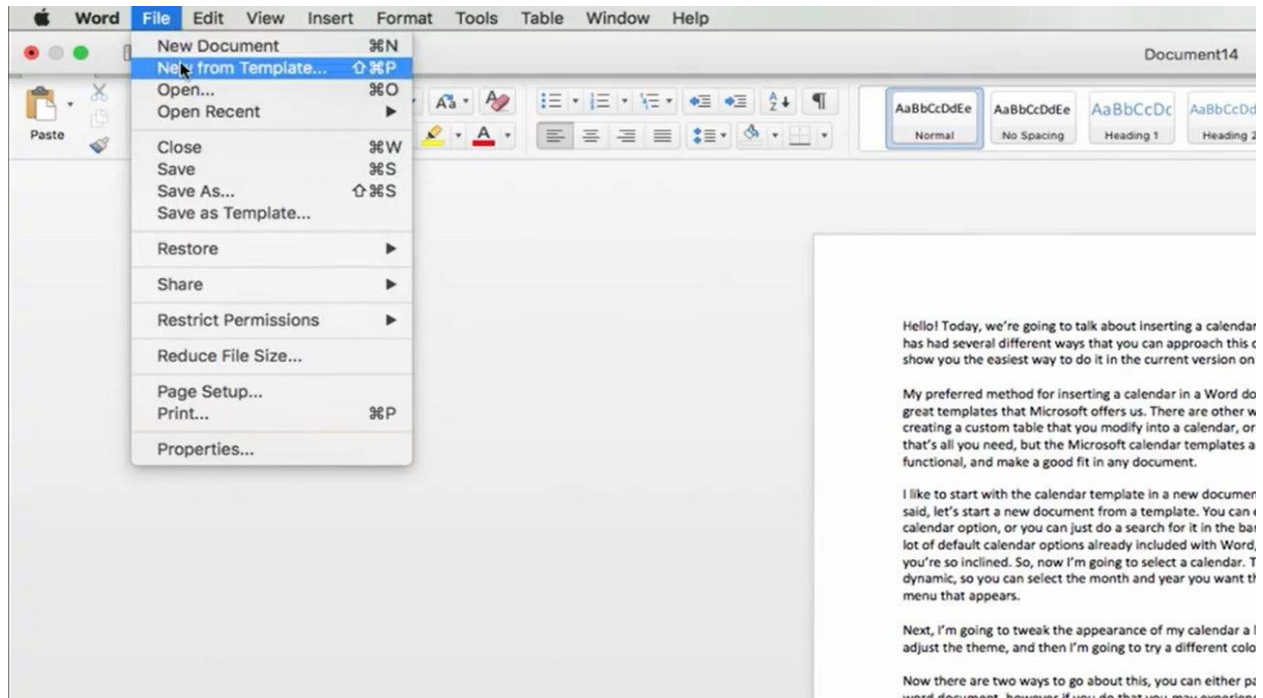
The image shows a screenshot of a Microsoft Word calendar template. The calendar is displayed in a weekly grid format. The days of the week are listed at the top: Monday, Tuesday, Wednesday, Thursday, and Friday. The dates are arranged in rows, with the first row containing dates 1 through 6, the second row 8 through 13, the third row 15 through 20, and the fourth row 22 through 27. A task titled "Service Project 7PM" is entered in the cell for Wednesday, the 4th. The task is represented by a vertical line with a horizontal bar at the bottom, indicating a time slot.

	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 Service Project 7PM	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27

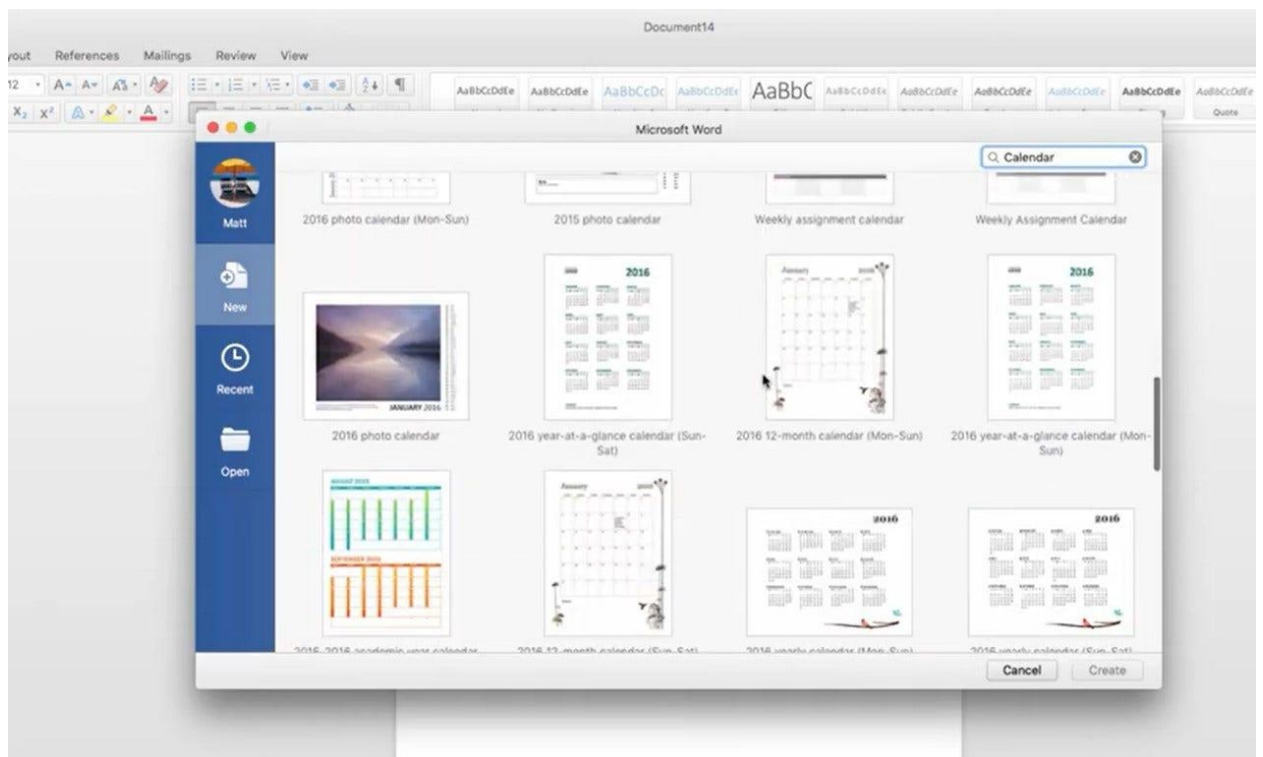
How to Create a Calendar in Microsoft Word Using Mac

In case your Mac has Microsoft Office, specifically MS Word, you can also make a calendar there. Similar steps to what was discussed earlier are around but there are also slight differences. All you need to observe are these steps:

1. Ensure that your MAC has Microsoft Word installed already so you can open **MS Word**. Next, click **File** and **New from Template** afterward.



2. You will now select your favorite calendar template from what is available in MS Word. Albeit Word has default options already, you can search for more examples on the web too. A tip is to jot down **Calendar** in the search bar, found at the top corner, for quicker access to all calendar templates instead of scrolling down for too long.



3. Start working on the calendar template of your choice. That is where the menu appears where you start encoding the month and year of the calendar to build. Same as before, do not forget to tweak the calendar's appearance and format by clicking **Themes**, **Colors**, and **Fonts** for different adjustments.

4. Slowly insert the data to incorporate in the calendar. Per day, you can write your set of plans. A tip is to insert timestamps to sequence your plans chronologically; thus, making the calendar easy to follow. When you are happy with the outcome, click **File** and **Print** later on.

5. An alternative to using calendar templates is to insert a calendar by modifying tables. Just select **Insert** at the menu above. Then click **Insert Table**. And the table you created lets you draft a calendar, similar to how Microsoft Excel works with cells and tables. However, it is more time-consuming because you are making tables out of scratch to create the calendar. Nonetheless, using calendar templates is much simpler and quicker.

