

How to Make a Schedule on Excel

Schedules are a part of most people's lives. Weekly routines, daily to-do lists, and basic schedules help give order and structure to a person's life. Whether it is for personal or professional needs, a schedule promotes responsibility and predictability. A project schedule can remind workers of their deliverables and deadlines. A medication schedule can help an individual plan his or her meals accordingly and predictably. All in all, it is safe to say that schedules serve a purpose and goal. And crafting your own schedule can be quick and easy with the use of predesigned templates. The tutorial below tackles how to use Excel templates to create a schedule. It is a helpful guide that applies to both Windows and Mac users.

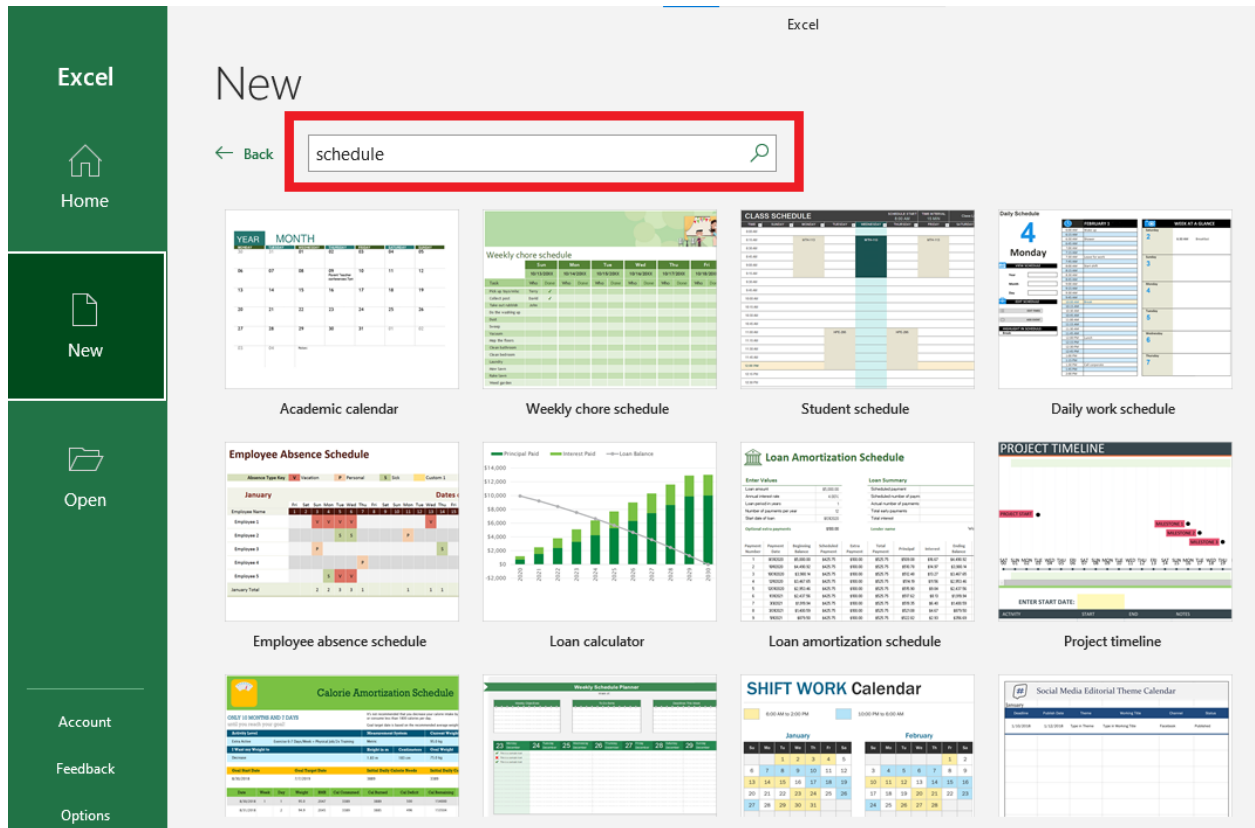
SUMMARY:

- For Windows: Click on the **New** document icon. Browse the available templates by typing in 'schedule' in the search bar. Choose a template and click **Create**.
- For Mac: Go to **New** then type 'schedule' in the search bar. Pick a template and select **Create**.

How to Make a Schedule Using Templates in Microsoft Excel

You will end up saving a lot of time and energy by using a ready-made schedule template. To create your own personalized schedule, just follow the quick guide below.

1. Open the Microsoft Excel application and select **New**. Type in 'schedule' in the search bar and it will display the available templates.



2. Choose a schedule template that fits your needs and click **Create**.



CLASS SCHEDULE		SCHEDULE START 8:00 AM		TIME INTERVAL 15 MIN		Class ID	
TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 AM							
8:15 AM		MTH-113		MTH-113		MTH-113	
8:30 AM							
8:45 AM							
9:00 AM							
9:15 AM							
9:30 AM							
9:45 AM							
10:00 AM							
10:15 AM							
10:30 AM							
10:45 AM							
11:00 AM			HPE-205		HPE-205		
11:15 AM							
11:30 AM							
11:45 AM							
12:00 PM							
12:00 PM							
12:15 PM							
12:30 PM							



Student schedule

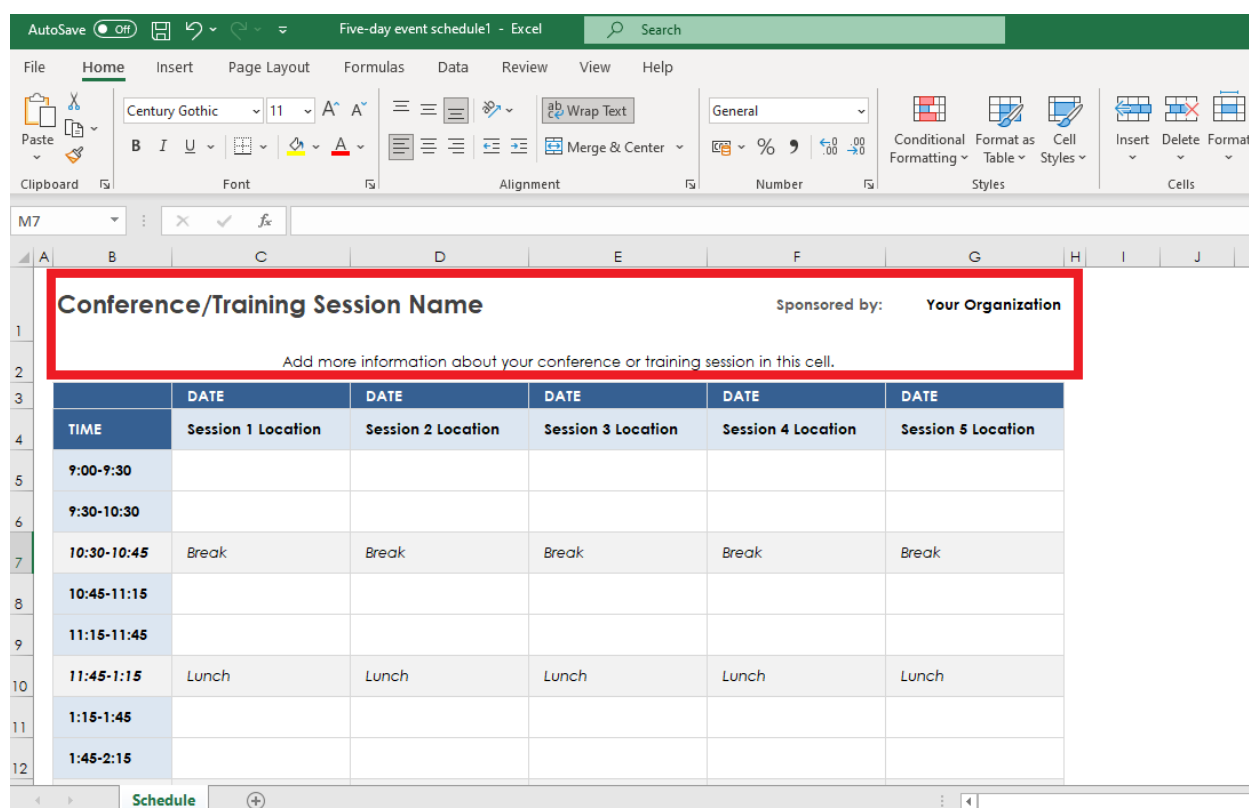
Provided by: Microsoft Corporation

Easy to read class schedule template allows students to manage their day. Table slicers allow easy filtering while conditional formatting keeps you on time. This is an accessible template.

Download size: 30 KB



3. Apply your own schedule name or title by editing the text. You can provide a short description or introduction below your title as well.



4. Input the dates and the timetable respectively. Add in the location for each activity or day. Adjust the style, font, format, and size according to your preference.

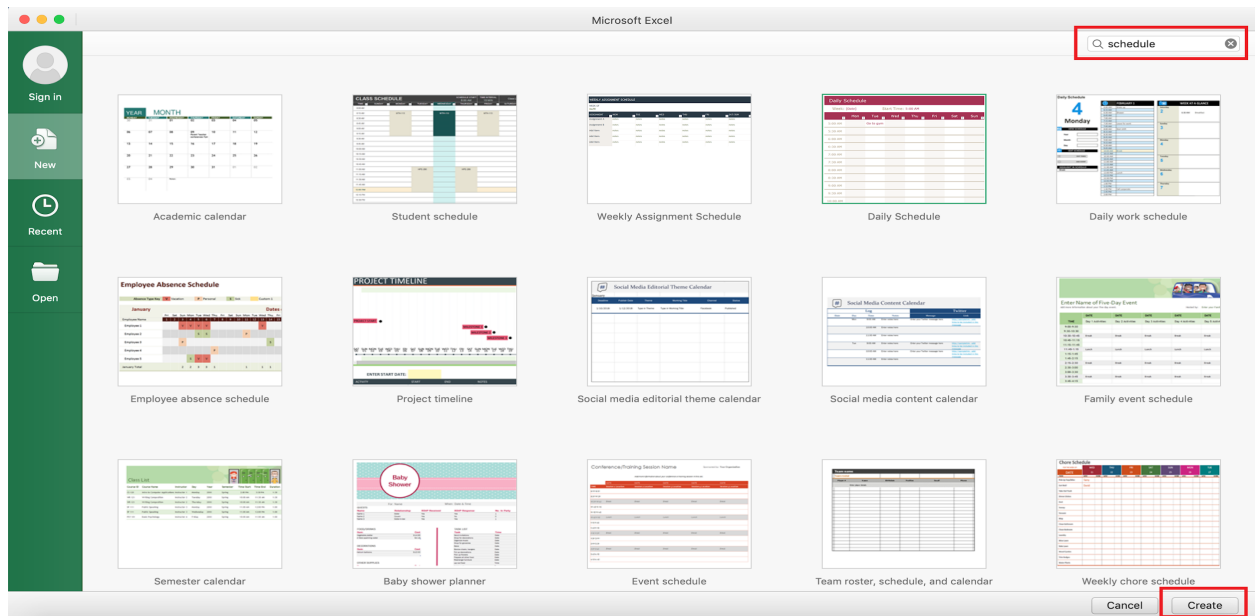
5. Save your Excel file. For any changes made to your schedule, simply edit the spreadsheet as needed.

Note: If you are looking for a wider variety of templates, feel free to browse Template.net for dozens of free [Excel schedule](http://Template.net) templates and designs.

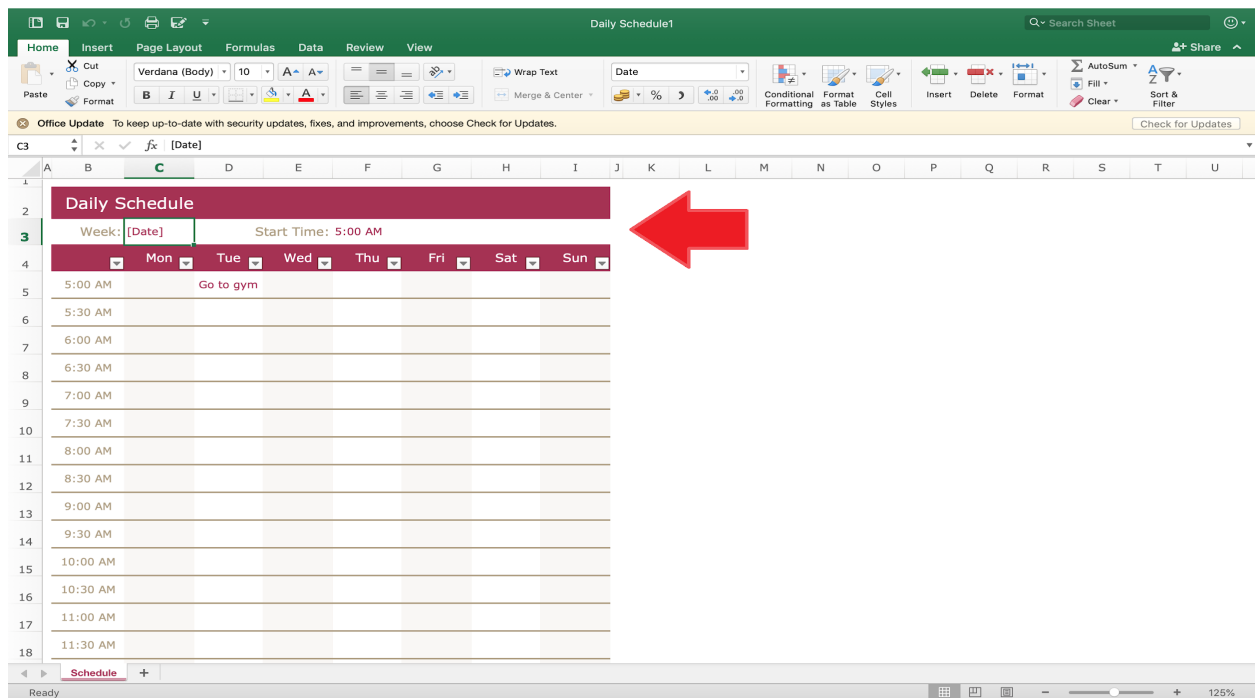
How to Create a Schedule for Mac Using Microsoft Excel

Excel for Mac users also comes with available templates for your schedule needs. Use the simple step-by-step guide below for reference. This applies to most versions such as MS Excel for Mac 2011 and MS Excel for Mac 2016.

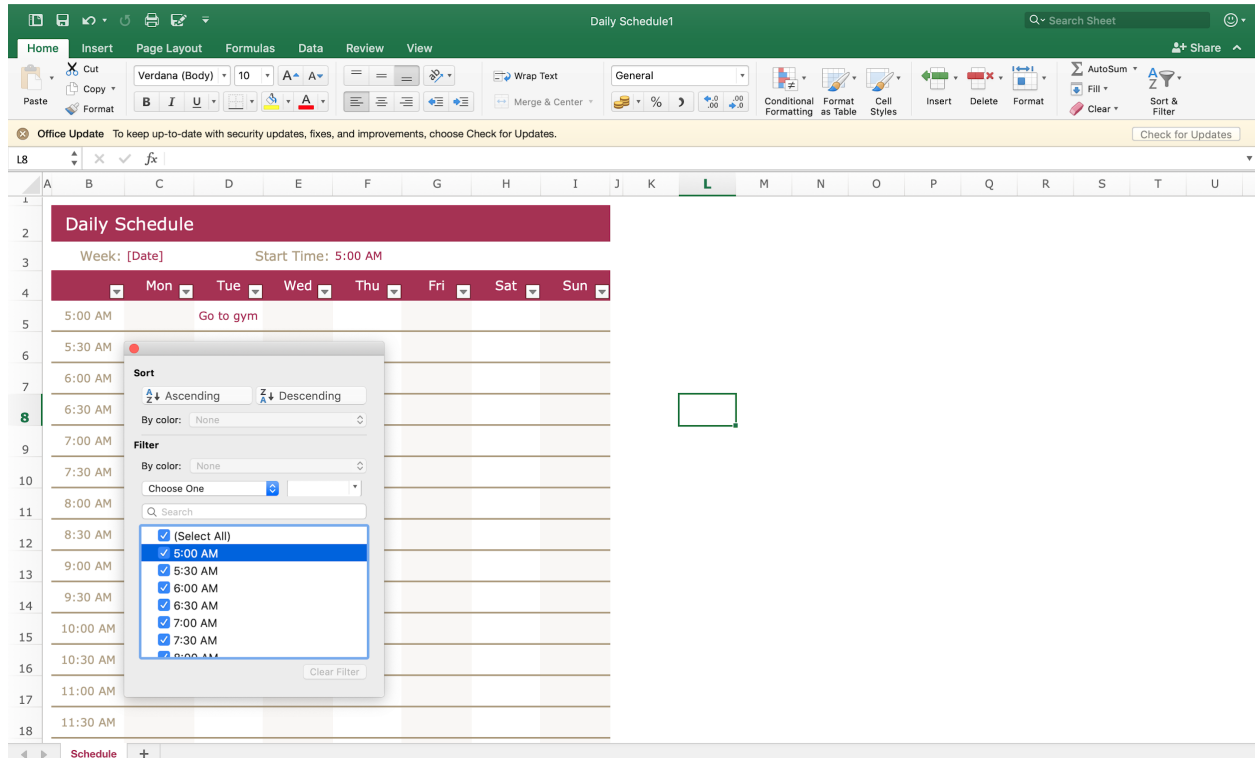
1. On the menu bar located on the left, select the **New** document icon. You will see a search bar on the uppermost corner of the page. Type in 'schedule', then pick a template and click **Create**.



2. Edit the title and input the date along with other relevant information. You can customize the text's size, font, and color as needed.



3. For this particular schedule template, you can keep it as is or make modifications to the timetable. To do this, click the drop down menu for time. Simply omit the ones you don't need and check the ones that apply to you.



4. For each time slot, input an activity or event as required.

5. After editing, save your document. You can print out your schedule or share it to others.