

How to Make a Schedule on Word

Schedules are essential tools to keep individuals on the right track of their daily activities. Sometimes, people also use calendars to track schedules of their favorite sports teams, whether it is the LLWS schedule, summer league schedule, preseason NFL schedule, or the premier league schedule. Whether you create a schedule online or a schedule planner, it is necessary to have one with you to monitor important activities and events. Read the step-by-step guide below on how to create a schedule using Word.

SUMMARY:

- Using Windows: Open Microsoft Word and click on **New**. On the search bar, type in "schedule" to view available templates. Click on the template you want to use and select **Create**.
- Using Mac: For the Word 2011 version, click on the **File** menu after Microsoft Word opens and select **New from Template**. For newer versions of Word, click on **New** and type in "schedule" on the search bar in the upper-right corner of the window to browse the schedule templates available. Select the template you want to use, then click **Create**.

How to Create a Schedule Using Templates in Word

It is fairly uncomplicated to make a schedule that allows you to track important occasions for months on end. The guide below helps you to create a schedule with the guidance of templates on Microsoft Word.

1. Open the Microsoft Word application. Select **New** on the left panel, and type in "schedule" on the search box available, and press **Enter**.
2. A selection of available templates for schedules comes on the screen. Select the template you would like to use by left-clicking on it.

Homework for Your Name

Week of Date

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st	Task	Task	Task	Task	Task	Task	Task
2nd	Task	Task	Task	Task	Task	Task	Task
3rd	Task	Task	Task	Task	Task	Task	Task
4th	Task	Task	Task	Task	Task	Task	Task
5th	Task	Task	Task	Task	Task	Task	Task
6th	Task	Task	Task	Task	Task	Task	Task
7th	Task	Task	Task	Task	Task	Task	Task
8th	Task	Task	Task	Task	Task	Task	Task

Weekly homework

Provided by: [Microsoft Corpora](#)

Track your homework assignments in this weekly homework schedule template. It includes 8 class periods. Just print, 3-hole punch, and use in your notebook.

Download size: 57 KB



4. The template opens up as a new document that you can edit. You can change the font sizes and font faces of the template's text. To do this, select the text you wish to edit by left-clicking and dragging it over words.

The screenshot displays the Microsoft Word interface. The **Home** tab is selected on the ribbon. The **Font** group is highlighted with a red box, showing options for font face (Century Gothic), size (16), bold (B), italic (I), underline (U), and text color. The **Navigation** pane is open on the left, showing the **Headings** section with a search bar and instructions. The document content shows a heading **Homework** and a table with columns **Period** and **Task**.

Period	Task
1st	Task
2nd	Task

5. Input the tasks or activities you need to accomplish into the different panels or cells of the schedule.

Homework for Your Name



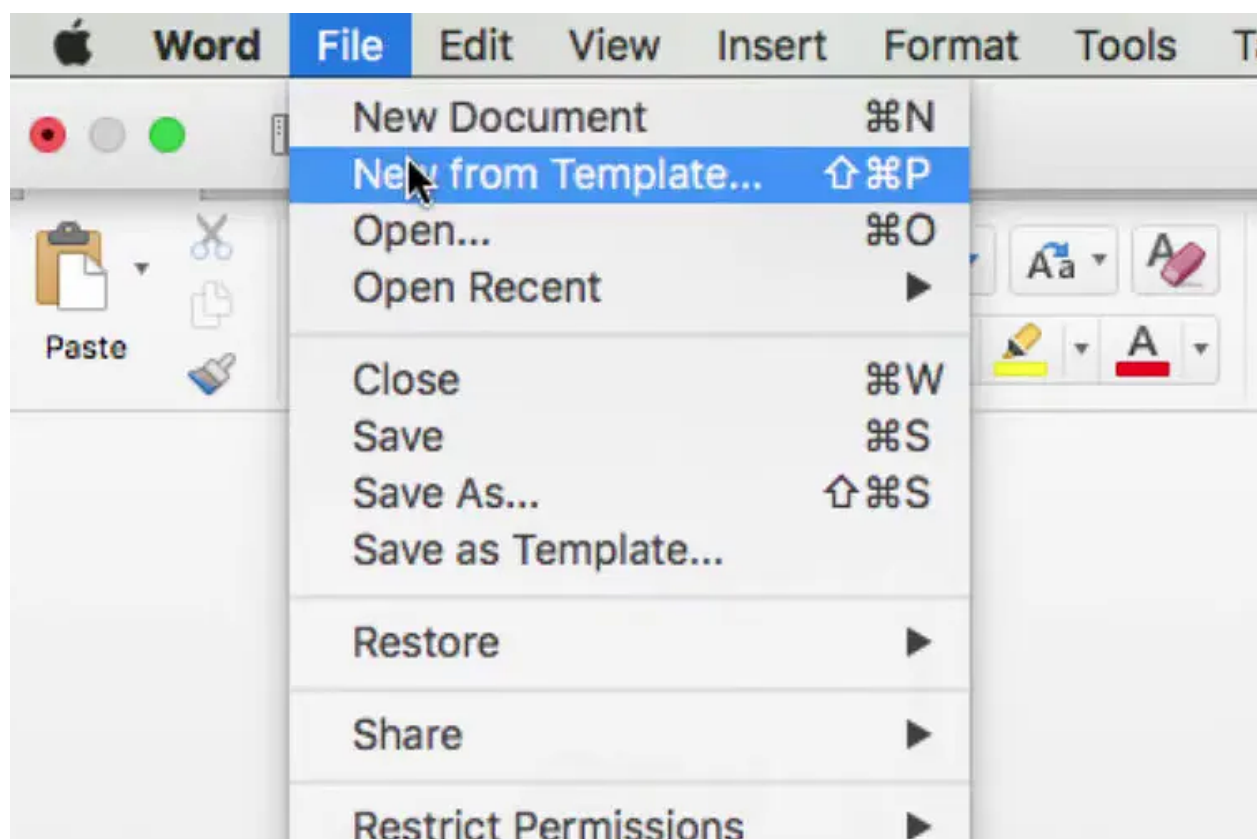
Period	Monday	Tuesday	Wednesday	Thursday
1st	Do homework	Task	Task	Task
2nd	Quiz	Task	Task	Task
3rd	Quiz	Task	Task	Task
	Pass project	Task	Task	Task
5th	Task	Task	Task	Task

6. You can also edit the entries to fit the schedule you want to have. For example, you can have a chore schedule or a laundry schedule, depending on what you want to see on your schedule.

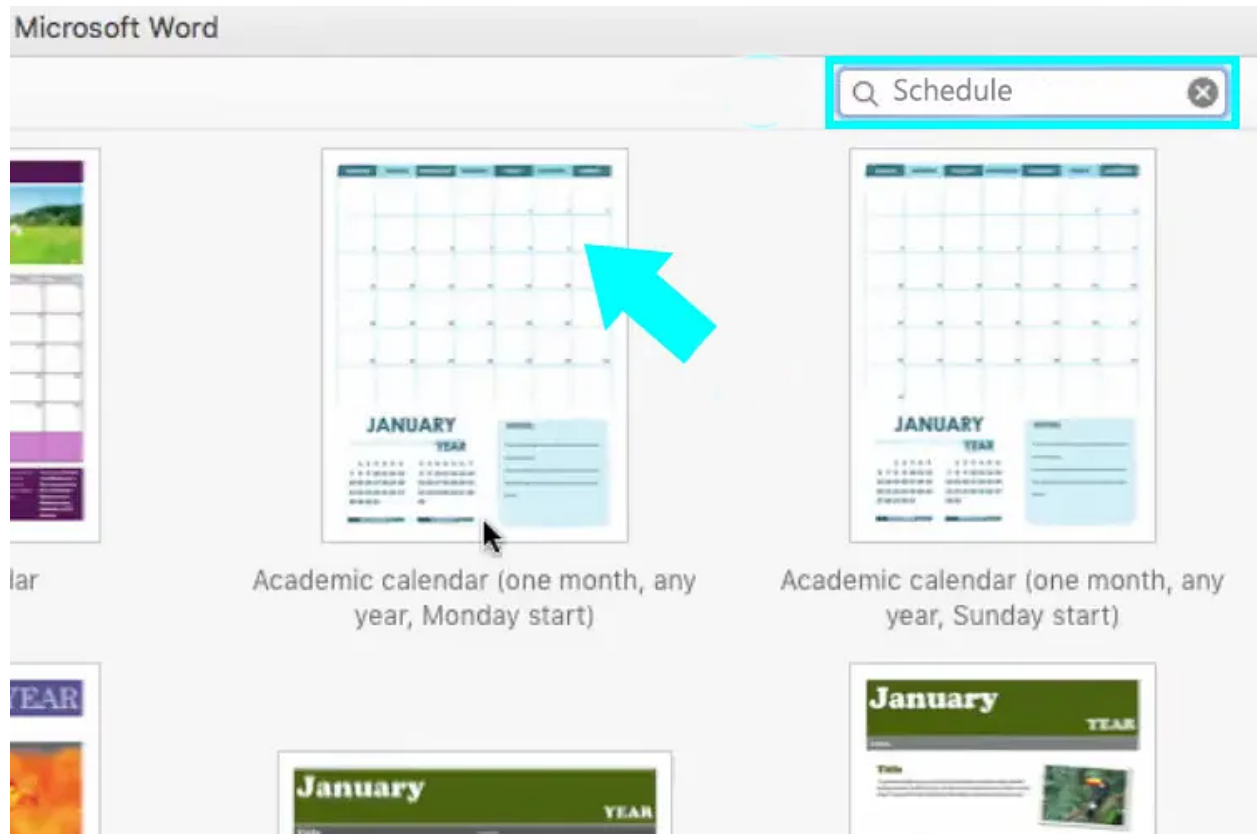
How To Create a Schedule In Mac

Similar to its Windows counterpart, Microsoft Word on Mac also provides you ways to create and edit schedules. Follow the helpful procedure below to start creating your schedule.

1. Run your Microsoft Word application and select the **File** menu, then **New from Template** for users of Word 2011.



2. For users with a later version, select **New** and search "Schedule" on the search bar at the upper-right corner of the window. Click on the schedule template you want to use and then click **Create**.



3. From here, you can edit the contents of the schedule to fit your daily activities at work or school. You can also create a schedule to follow your favorite sports teams and their matches.

Note: If you want to look for other templates aside from Microsoft's available templates, there are various websites you can go to that contain varying designs. Template.net provides multiple [schedule templates in Word](#) you can use and download!