

# *Calendar Excel Template User Guide*

## *Excel-based simple Calendar Template Version 3*

This Excel-based template provides a calendar template for each month of a year. It also incorporates an hourly schedule for 18 hours per day. Daily, weekly and monthly calendar views are available. The daily and weekly views can be hidden to facilitate a monthly overview. All entries/scheduled activities can be color coded in six different categories/colors. You can specify any start month and year in the setup. You can also specify the start time for the daily 18 hours in the setup.

Each monthly calendar can be printed to fit on a single letter or A4 page in landscape layout. The template can be easily updated for future years by changing the starting month and year in the setup parameters. The Excel template is totally customizable, uses only standard Excel features and contains no macros.

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# CALENDAR EXCEL TEMPLATE USER GUIDE

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### INTRODUCTION

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All entries/scheduled activities can be color coded in six different categories/colors. You can specify any start month and year in the setup. You can also specify the start time for the daily 18 hours in the setup. Each monthly calendar can be printed to fit on a single letter or A4 page in landscape layout.

The template can be easily updated for future years by changing the starting month and year in the setup parameters. The Excel template is totally customizable, uses only standard Excel features and contains no macros.

The typical Daily/Weekly view is depicted in diagram 1 below and a Monthly view is depicted in diagram 2.

**Diagram 1 Daily & Weekly View Monthly View**

	A Event	B Customer	C Staff	X Blocked Off	Y Project X	Z Other 1	
<b>August 2013</b>							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Diagram 2 Monthly View

## USER INSTRUCTIONS

### Setup

Using the setup tab (figure 3 below) you should enter the start month and year in cells G3 and G4. The day of the week for the first day of the month, and the number of days in the month (including leap years) are automatically calculated and the 12 individual monthly calendars are automatically generated. This feature can be used to subsequently create/update a new set of monthly calendars for subsequent years. The Daily schedule covers 18 hours. The Start Time for each day should be entered in cell G6.

The system allows up to six categories to be color coded for entries in the calendar. The codes for the categories are entered in cells G9 to G14. The descriptions for the categories are entered in cells H9 to H14. For ease of use the codes and corresponding descriptions are displayed at the top of each monthly calendar. The color should NOT be changed unless you are familiar with Conditional Formatting in Excel.

<b>Enter Start Month and Year in cells G3 and G4</b>			
	1 Start Month (1 to 12)	<input type="text" value="8"/>	
	2 Calendar Year	<input type="text" value="2013"/>	
<b>Enter Daily Start Time in cell G6</b>		<input type="text" value="08:00"/>	
<b>Enter Diary Entry Codes in cells G9, G10, G11, G12, G13, G14</b>		A	Event
<b>Enter Diary Entry Descriptions in cells H9, H10, H11, H12, H13, H14</b>		B	Customer
<b>Do NOT change cell Fill Colors in cells H9, H10, H11, H12, H13, H14**</b>		C	Staff
		X	Blocked Off
		Y	Project X
<b>Do NOT edit other than for language translation</b>		Z	Other 1
<b>Month Description</b>			
1 January			
2 February			
3 March			
4 April			
5 May			
6 June			
7 July			
8 August			
9 September			
10 October			
11 November			
12 December			
** The Colors should only be changed by an Excel user who is familiar with Conditional Formatting			

Figure 3 Setup Parameters

The Setup tab also contains a table mapping the month entered as the start month to the calendar months of the year. This table should not be edited unless you want to change the description, i.e. translate to another language.

## MAKING NEW CALENDAR ENTRIES

The workbook contains a worksheet for each month of the year.

Select the appropriate month by choosing the relevant worksheet tab.

**Individual** daily/weekly views are exposed by clicking on + (to expose) or – (to hide) as depicted in [1] in 4 below. **All** daily/weekly views for the month are exposed by clicking on 1 (to hide) or 2 (to expose) as depicted in [2] in 4 below

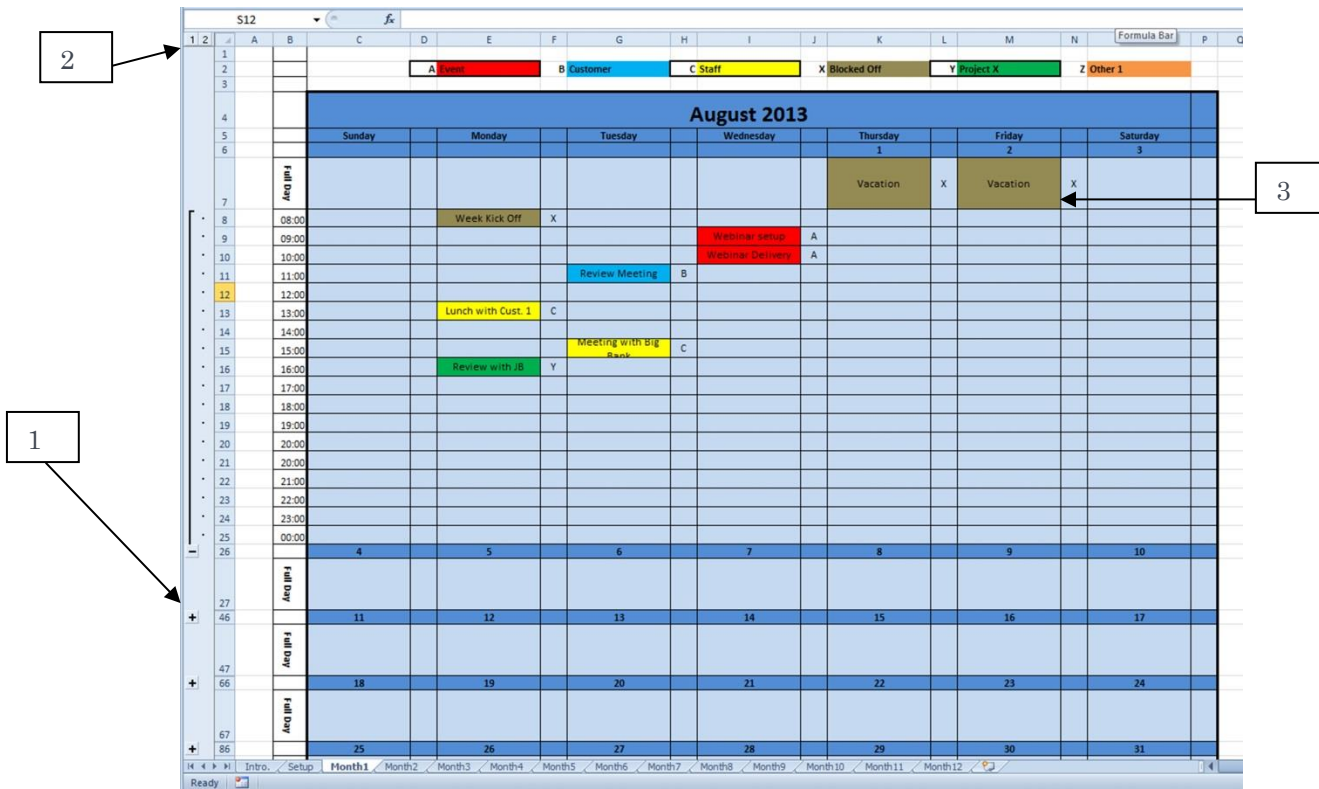


Figure 4 Daily/Weekly View

Entries can be made for any hour in the daily schedule as depicted in Figure 5 below.

A description of the entry is made as depicted in [1] in figure 5. The classification of the entry is entered in the adjacent cell as per [2] in figure 5. The appropriate code should be selected from the list in [3] in figure 5. Based on the classification code entered the activity cell is automatically color coded.

Entries can be made for a complete day, e.g. Ppublic holiday, vacation, etc. in the same manner using the Full Day cell as per [3] in figure 4 above or [4] in figure 5 below.

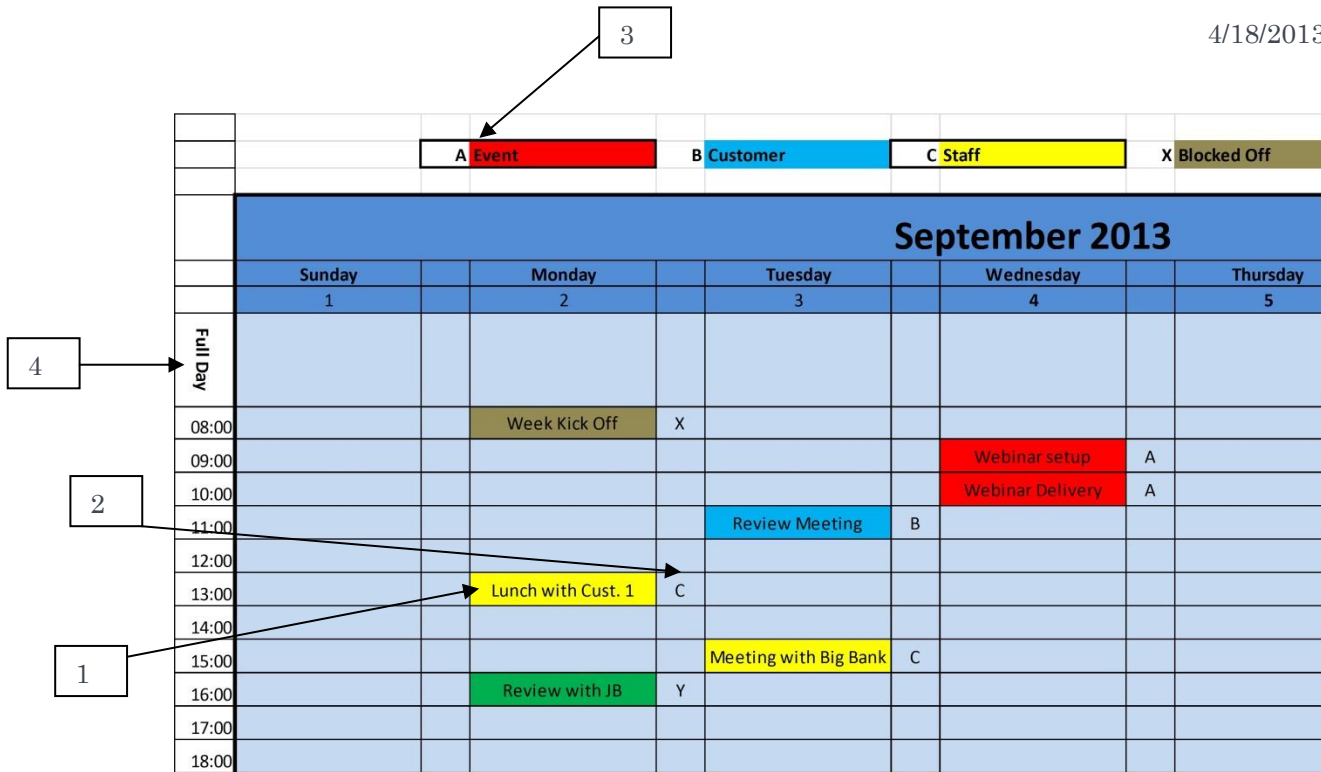


Figure 5 Daily/Weekly View

**PRINTING A MONTHLY CALENDAR**

The Monthly Calendar is designed to fit conveniently in a Letter/A4 page in portrait format.

To print a monthly calendar select Print\_01, Print\_02, etc. corresponding to individual months as per [1] in Diagram 6 below.

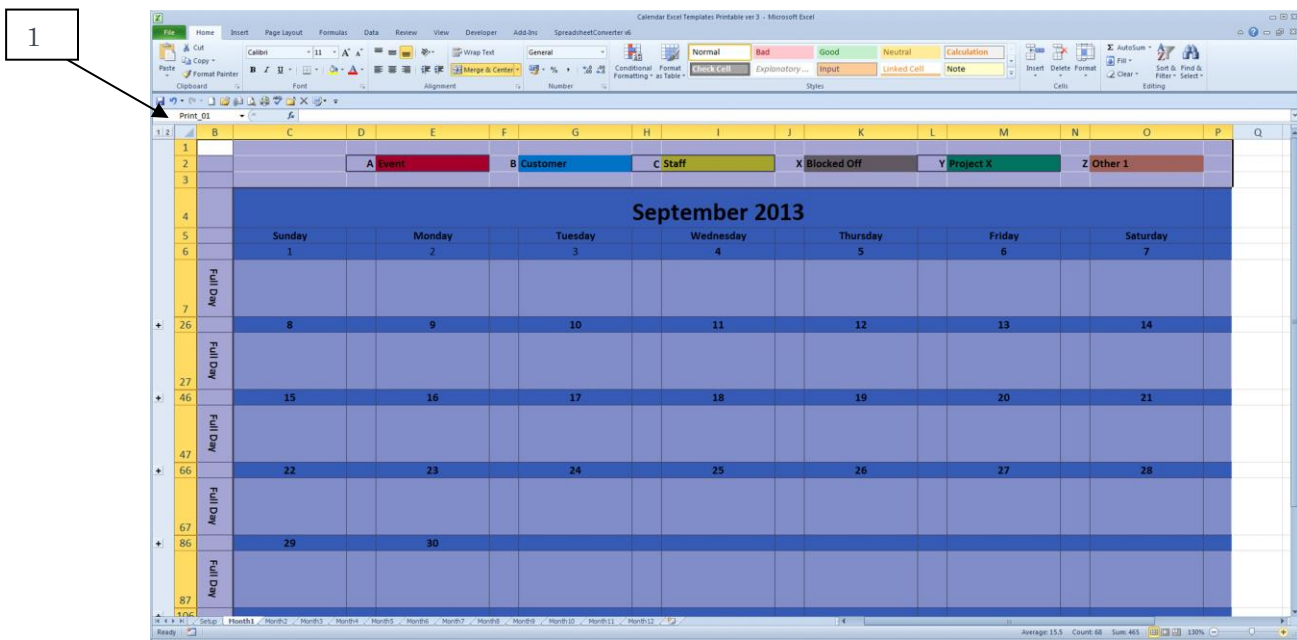


Diagram 6 Calendar Print Option

Choose the desired Printer.

Set the page Orientation to Landscape

Scaling to 1 Page Wide and 1 Page Tall or Fit-to-Page Printing, depending on the specific Printer type

Choose to print "Selection"

The specific detail may vary depending on the printer chosen and setting used should be as one would use to normally print an Excel spreadsheet in landscape format.