

[^0]School Event Calendar
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INSTRUCTIONS: Change the year in the cell below

YEAR

| 2024 | 2024 |
| :---: | :---: |

START DAY (1=Sun, 2=Mon)

Publishing your calendar. If you want to publish a school calendar, you must ensure that it includes the following note and URL in the footer: Calenda Templates by Vertex42.com - https://www.vertex42.com/calendars

Converting the calendar to a PDF. To publish a school calendar on your website, you should first convert it to a PDF. The best way to do that is to print to a PDF driver, or in Excel 2010/2013 you can go to Save As and select PDF

Changing the color scheme. You can change the color scheme by going to Page Layout > Themes > Colors

Background colors. The background color for the weekends and blank days are controlled using conditional formatting. To edit, select the cell(s) and go to Format > Conditional Formatting

[^1]
[^0]:    Adopted 4/24

[^1]:    View the Print Area. To view the current print area, first view the Print Preview $(\mathrm{Ctrl}+\mathrm{P})$ then return to the Home tab. Or, go to View > Page Break Preview. The print area will become highlighted with a dashed line. To choose a new print area, select the cells you want to include and go to Page Layout > Print Area > Set Print Area.

