Making a Calendar with Excel by Spread Guys

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There are several steps that are involved in making a calendar through Excel. The first step is to open up the Microsoft program and select File. Under this section a person is going to be able to create a new workbook.

The second step is to click on the visual basic section within the new workbook. A person is going to be able to find this button in the developer ribbon section. The third step is to go to the Insert menu. Then a person is going to need to click on the module button.

The fourth step is to copy the applications code that is under the visual basic section. This is going to help a person to create a calendar within a module sheet. This is going to be within the workbook.

The fifth step is to select the File button within the workbook. Then a person is going to need to close this window. This is going to allow a person to return to the Microsoft Excel Calendar program.

The sixth step is to select your first tab that is going to be named Sheet1. This is going to be found within the Developer ribbon section of Microsoft Excel Calendar program. Then a person is going to need to click on the Macros section of the program.

The seventh step is to select the CalendarMaker tool inside of this program. Then a person is going to need to select the run tool. This is going to help a person to be able to create their calendar in the Microsoft Excel program.

The eighth step is to use a template to help you to create the program that you are looking to create. The ninth step is to review all of the different types of templates. Then a person is going to need to select the template that is going to help them the most.

The tenth step is to look at all of the different alternatives that are available online that might not be within the templates that a person is looking at. It is very important that a person finds a template that is going to suit all of their needs. Once a person has found the template online, then all they have to do is download it. Then they can accept all the terms and conditions and open up the new template to create their file.

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