

Tip - How to Create a Monthly Calendar in Word 2003

There are many templates in Word 2003. One of these templates will create a monthly calendar. You can print either a single or multiple months in a few different formats.

To create a monthly calendar:

1. From the **File** Menu, select **New**.
2. In the **New Document** task pane, under the **Templates** section, click **On my computer**.
3. Click the **Other Documents** tab.
4. Double-click on **Calendar Wizard**.
5. In Calendar Wizard, click **Next**.
6. Choose a style.
Boxes and Borders is the default setting.
7. Choose print direction.
Landscape is the default setting.
8. Do you want to leave room for a picture?
No is the default setting.
9. Select starting and ending month(s) and year(s).
Current month and year is the default setting.
10. Click **Next**.
11. Click **Finish**.
12. A blank calendar is now created.
13. To add boxes and change alignment of day/date text:
 - a. To create boxes around each date:
Click on **any date** in calendar.
From **Format** menu, select **Borders and Shading**.
From **icons** under Setting, click **Grid**.
Click **OK** to put boxes around all dates.
 - b. To change date alignment:
Click in **top left box** in calendar.
Press **Shift key and click in bottom right box** in calendar.
Click **Align Left icon**, or use following steps.
From **Format** menu, select **Paragraph**.
On Indents and Spacing tab, in General section,
Change alignment to left or right, as you prefer.
14. From **File** menu, select **Print**.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/