

Part 1: Create a calendar

The following instructions show you how to create a simple monthly calendar in Excel.

- 1) Start Excel with a blank workbook.
- 2) Enter the following values in the cells specified.

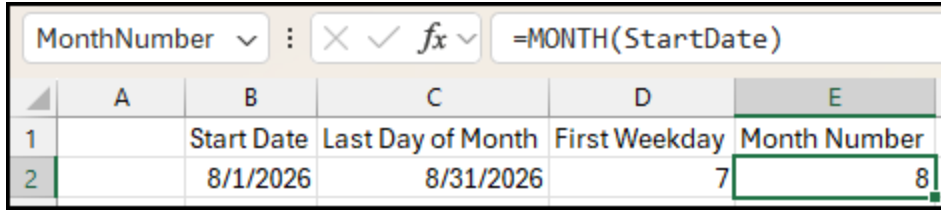
Cell	Label
B1	Start Date
C1	Last day of month
D1	First weekday
E1	Month number

- 3) *Resize the columns to auto fit the cell contents.*
- 4) In cell **B2** enter the date of the first of the month. Format the cell as a Short Date.
For example, if you are doing a calendar for August 2026, then enter 8/1/2026.
- 5) Name cell B2 “**StartDate**” using the name box on the left side of the formula bar.
Notice the name “StartDate” has no space because a named range rejects spaces.

	A	B	C	D	E
1		Start Date	Last Day of Month	First Weekday	Month Number
2		8/1/2026			

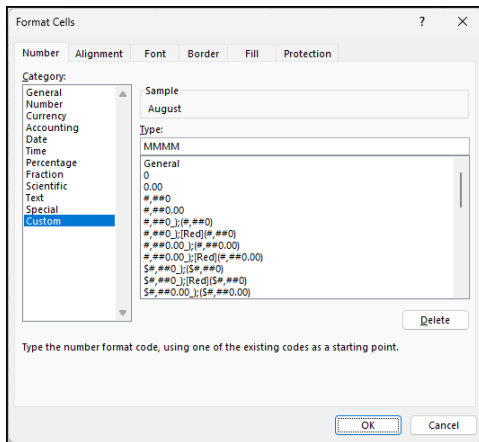
- 6) In cell **C2**, enter the following formula to calculate the last day of the month:
=EOMONTH (StartDate , 0)
- 7) Format **C2** as a **Short Date**:
- 8) Create a formula to tell you the StartDate’s day of the week by entering the following formula in cell **D2**: **=WEEKDAY (StartDate)**
*This returns a number that corresponds to the day of the week.
1 = Sunday, 2 = Monday, ... 7 = Saturday.*
- 9) Name cell D2 “**FirstWeekday**” using the name box on the left side of the formula bar.
Again notice that the name does not use spaces.
- 10) In cell **E2**, enter the following formula to calculate the number of the selected month:
=Month (StartDate)

11) Name cell E2 “MonthNumber”.



12) In cell B3 enter the following formula, then change its format as shown:

Formula	=StartDate
Custom Number Format	MMMM
Horizontal Alignment	Left
Font Size	36 pt



13) In cell G3 enter the following formula, then change its number format as shown:

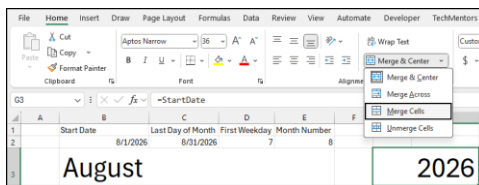
Formula	=StartDate
Custom Number Format	YYYY
Horizontal Alignment	Right
Font Size	36 pt

14) Merge cells B3:32.

This allows the large month name to span multiple columns.

15) Merge cells G2:H2.

This allows the year to span multiple columns.



16) In cells B4 enter “Sunday”.

17) Next use the autofill feature to enter the other days of the week on row 4.

	A	B	C	D	E	F	G	H
1		Start Date	Last Day of Month	First Weekday	Month Number			
2		8/1/2026	8/31/2026	7	8			
3		August						2026
4		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5								

18) For the names of the days of the week **bold** and increase the font size to **18 pt**.

19) Set the **column width** of **B:H** to **20**.

20) Select B4:H4 and in the name box enter “**DaysOfTheWeek**”.

21) Enter the following formula in cell **B5**:

= MATCH (B\$4 ,DaysOfTheWeek ,0) - FirstWeekday + StartDate

The purpose of this complex formula is to calculate the date that occurs on the selected day of the week in the first week of the month.

22) Format cell **B5** with a **bold 18 pt left justified** font and as a **Short Date**.

23) AutoFill the formula in **B5** to **C5:H5**.

24) Enter the following formula in cell **B6**:

= H5 + 1

This formula computes that the Sunday date is one day after the previous Saturday date.

25) Enter the following formula in cell **C6**:

= B6 + 1

This formula computes that the Monday date is one day after the previous date.

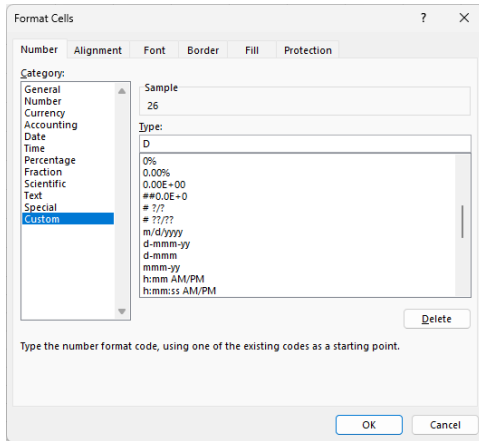
26) AutoFill the formula in **C6** to **D6:H6**.

27) AutoFill the formula in **B6:H6** to **B7:H11**.

28) Use the Format Painter to copy the formatting of **B5** to **B6:H10**.

	A	B	C	D	E	F	G	H
1		Start Date	Last Day of Month	First Weekday	Month Number			
2		8/1/2026	8/31/2026	7	8			
3		August						2026
4		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5		7/26/2026	7/27/2026	7/28/2026	7/29/2026	7/30/2026	7/31/2026	8/1/2026
6		8/2/2026	8/3/2026	8/4/2026	8/5/2026	8/6/2026	8/7/2026	8/8/2026
7		8/9/2026	8/10/2026	8/11/2026	8/12/2026	8/13/2026	8/14/2026	8/15/2026
8		8/16/2026	8/17/2026	8/18/2026	8/19/2026	8/20/2026	8/21/2026	8/22/2026
9		8/23/2026	8/24/2026	8/25/2026	8/26/2026	8/27/2026	8/28/2026	8/29/2026
10		8/30/2026	8/31/2026	9/1/2026	9/2/2026	9/3/2026	9/4/2026	9/5/2026

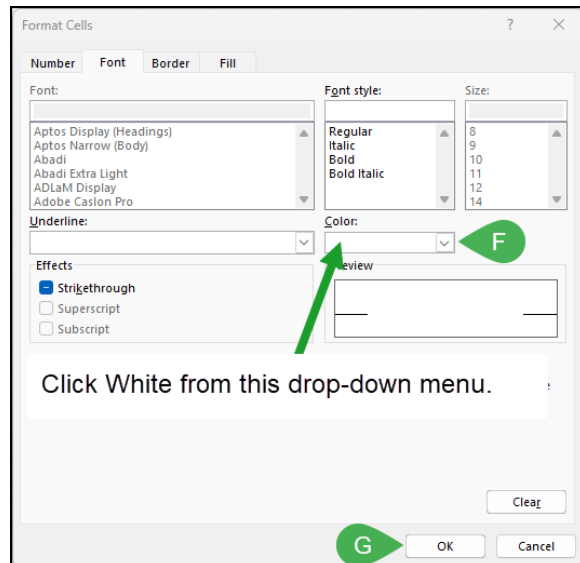
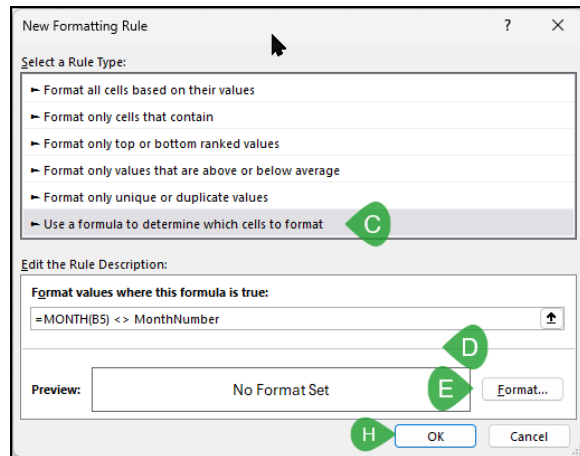
29) For cells **B5:H10** show only the day by changing the number format to a custom type of **D**.



30) Use Conditional Formatting to hide all the dates that are not in the desired month.

- Select **B5:H10**.
- Select **Home > Styles > Conditional Formatting > New Rule**.
- Choose the **Use a formula to determine which cells to format** option.
- Enter the following formula.

$$=Month(B5) <> MonthNumber$$
- Click the **Format...** button.
- On the **Font** tab, click the **Color** drop down and choose **White**.
- Click **OK** to close the Format Cells dialog box.
- Click **OK** to close the New Formatting Rule dialog box.

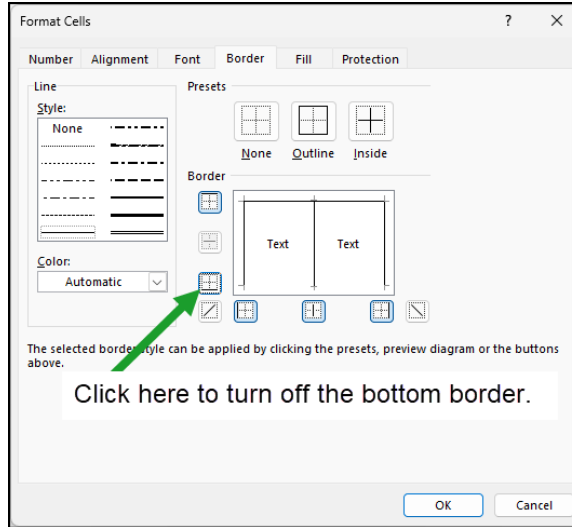


All the dates for the previous and following months are now hidden in white text.

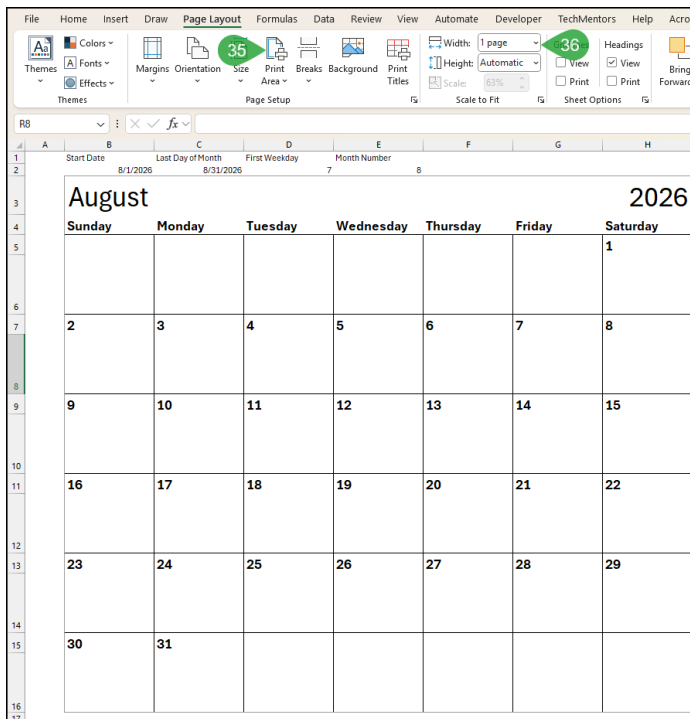
- 31) Insert new rows between each week.
- 32) Increase the height of rows 6, 8, 10, 12, 14, and 16 to **72 pt.**
- 33) Turn off the gridlines.

34) Add borders

- a) Select **B4:H16**.
- b) Add **All borders**.
- c) Select row 5.
- d) Press **Ctrl 1**, click the border tab, and remove the bottom border.
- e) Repeat for rows 7, 9, 11, 13 and 15.



- 35) Select **B3:H16** and then choose **Page Layout > Page Setup > Print Area > Set Print Area** so only B3:H16 will be printed.
- 36) Select **B3:H16** and then choose **Page Layout > Scale to Fit > Width > 1 Page** to fit the calendar on one printed page.



37) Optional: Print your calendar either on paper or to a PDF printer.

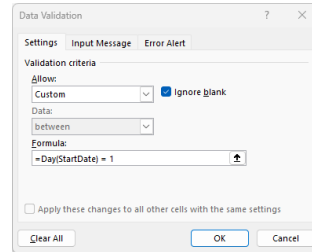
Part 2: Add data validation for the start date

The following instructions show you how to ensure that the StartDate is always on the first of the month.

38) Add data validation

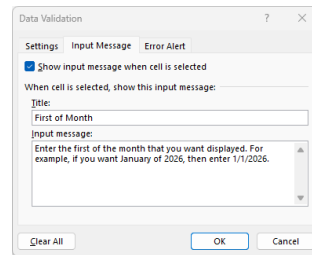
Enter a formula to ensure the date is on the first of a month.

- Select cell **B2**.
- Choose **Data > Data Validation**.
- Select the **Settings** tab.
- Set the **Allow** option to “**Custom**”.
- Set the **Formula** to **=DAY(StartDate)=1**
This determines if the day of the StartDate is a 1. If not, the entered value is invalid.



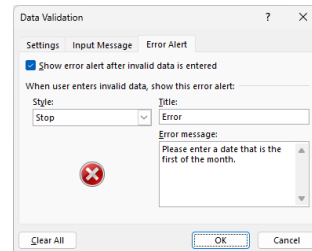
Create an input message instructing the user what they should do.

- Select the **Input Message** tab.
- Set the **Title** to “**First of Month**”.
- Set the **Input message** to
“Enter the first of the month that you want displayed. For example, if you want January of 2026, then enter 1/1/2026.”



Create an error message that will alert the user if they enter an invalid value.

- Select the **Error Alert** tab.
- Set the **Style** to **Stop**.
- Set the **Title** to “**Error**”.
- Set the **Error Message** to
“Please enter a date that is the first of the month.”
- Click **OK**.



39) Test the data validation.

- Click on B1.
A yellow tool tip should appear telling you to enter the first day of a month.
- Enter a date like 9/2/2025.
An error message should appear.
- Click Cancel.

