

# EVENT CALENDAR MAKER EXCEL TEMPLATE v3

## PURPOSE

Event Calendar Maker template allows one to easily create customized calendars instantly.

- All-Purpose Calendar Maker
- Visualization Options & Controls
- Practical Functionality that saves time
- Easy, Simple and Quick
- All within Excel

## REQUIREMENTS

- Microsoft Excel for Windows (2010 & above); Excel for Mac (2011 & above)

July-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					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						

**MORE DETAILS**

<http://indzara.com/product/event-calendar-maker/>

# FEATURES

## ✓ All-Purpose Calendar Maker

- Works for any year
- Start with any month
- Start week with any weekday
- Customizable weekends & holidays
- 300 events & 1200 instances

## ✓ Practical Functionality saving time

- 12 Frequency Types  
(automatically generate recurring events)
- Prioritize & Deactivate events
- Switch Off Non-business days

## ✓ Visualization options & controls

- Categorize events into 12 Event Types
- Choose from 15 Colors to highlight
- 7 Calendar Designs (2 Yearly, 3 Monthly, Weekly and Daily calendars)

## ✓ Simple, easy and quick

- Create calendars within minutes
- Easy and simple data entry
- Print-ready calendar designs

# ALL-PURPOSE CALENDAR MAKER

Customize your calendar easily to suit your unique needs

WORKS FOR ANY YEAR

START WITH ANY MONTH

START WITH ANY WEEKDAY

## A. BASIC SETTINGS

Calendar begins in Year 2016  
Calendar begins in Month JANUARY  
Week begins on SUN  
Calendar Name Project Calendar

## CHOOSE WEEKENDS

### B. NON-BUSINESS DAYS

Choose days which you would like to consider as non-business days. These days will be highlighted in red font on the calendars.

WEEKENDS

SAT & SUN

SAT & SUN

SUN & MON

MON & TUE

TUE & WED

WED & THU

THU & FRI

FRI & SAT

SUN

HOLIDAYS

DT

## ENTER HOLIDAYS

HOLIDAYS

DT	HOLIDAY NAME
1/15/2016	Holiday One
2/19/2016	Holiday Two

# CALENDAR DESIGN 1: YEARLY (12 MONTHS – 1 PAGE)

## Project Calendar

January-2016							February-2016							March-2016							April-2016							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2		1	2	3	4	5	6			1	2	3	4	5						1	2	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30	
31																												
May-2016							June-2016							July-2016							August-2016							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
														31														

# CALENDAR DESIGN 2: YEARLY WITH EVENTS (12 MONTHS – 1 PAGE)

January-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					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						

  

February-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
	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					

  

March-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
		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		

  

April-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					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

## Project Calendar

DATE	EVENT NAME
1-Jan	Project Launch
2-Jan	Initial Product Scope
7-Jan	Break Day
15-Jan	Weekly Internal updates
15-Jan	Weekly Status Meetings
1-Feb	Monthly Meeting Series
18-Apr	Mid-Point Update
21-Jun	Freeze
7-Jul	Project Completion
11-Jul	Customer Interaction Events

## CALENDAR DESIGN 3: MONTHLY (12 MONTHS – 12 PAGES)

April-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					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

# CALENDAR DESIGN 4: MONTHLY W/ EVENTS (12 MONTHS – 12 PAGES)

January-2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					1 Project Launch	2
3	4 Initial Product Scope	5	6 Initial Product Scope	7 Requirements Discussion Planning Meeting Product Development Update Stakeholder Meeting Morale Event	8 Initial Product Scope	9
10	11	12 Initial Product Scope	13	14	15	16
17	18 Weekly Status Meetings	19	20	21	22 Weekly Internal updates	23
24	25	26	27	28 Break Day	29 Weekly Internal updates	30

# CALENDAR DESIGN 5: ONE MONTH W/ EVENTS (1 MONTH – 1 PAGE)

Enter Year and Month		YEAR	MONTH		
		2016	1		
January-2016					
MON	TUE	WED	THU	FRI	SAT
					1 Project Launch
4 Initial Product Scope	5	6 Initial Product Scope	7 Requirements Discussion Planning Meeting Product Development Update Stakeholder Meeting Morale Event Second Project Discussion	8 Initial Product Scope	



# CALENDAR DESIGN 6: WEEKLY W/ EVENTS (7 DAYS – 1 PAGE)

ENTER WEEK START DATE					
07-Jan-2016	Project Launches Planning	Stakeholder Meetings Freeze	Project Milestones Holidays	Weekly Status Meetings Internal Meetings	
07-Jan-2016	08-Jan-2016	09-Jan-2016	10-Jan-2016	11-Jan-2016	
Thu	Fri	Sat	Sun	Mon	
Requirements Discussion	Initial Product Scope				
Planning Meeting					
Product Development Update					
Stakeholder Meeting					
Morale Event					
Second Project Discussion					

## CALENDAR DESIGN 7: DAILY W/ EVENTS (1 DAY – 1 PAGE)

**ENTER DATE**

**January 07, 2016**

**THU**

<b>TIME</b>	<b>EVENT NAME</b>	<b>EVENT DESCRIPTION</b>	<b>ROOM #</b>
12:00 AM	Requirements Discussion	Requirements Discussion	7A
12:00 AM	Planning Meeting	Planning Meeting	10B
12:00 AM	Product Development Update	Product Development Update	8D
12:00 AM	Stakeholder Meeting	Stakeholder Meeting	7A
12:00 AM	Morale Event	Morale Event	Offsite
12:00 AM	Second Project Discussion	Second Project Discussion	1B

# VISUALIZATION OPTIONS & CONTROLS

## 12 EVENT TYPES & ASSIGN COLORS FROM 15 CHOICES

### C. SET UP TO 12 EVENT TYPES WITH COLOURS

EVENT TYPE	COLOUR
Project Launches	Blue
Stakeholder Meetings	Blue
Project Milestones	Brown
Weekly Status Meetings	Green
Monthly Business Reviews	Lavender
Customer Events	Light Blue
	Light Gold
	Light Gray
	Light Green
Planning	Light Gray
Freeze	Brown
Holidays	Lavender
Internal Meetings	Black

### Available Colours

Black
Blue
Brown
Green
Lavender
Light Blue
Light Gold
Light Gray
Light Green
Light Orange
Orange
Purple
Red
Teal
Yellow

Enter Event Type names and choose from available colours for the events to appear highlighted on the calendar.

## PRACTICAL FUNCTIONALITY – ONE-TIME AND RECURRING EVENTS

Create one-time and recurring events easily

Supports 12 frequency types.

Event instances are generated automatically.

FREQUENCY TYPES
One-time
Daily
Weekly
Monthly
Nth Wkday of Mth
Last Wkday of Mth
Last Day of Mth
Every Nth Busn day
Nth Busn Day of Mth
Last Busn Day of Mth
Nth Busn Day of Week
Last Busn Day of Week

## PRACTICAL FUNCTIONALITY - PRIORITIZE & DEACTIVATE EVENTS

Prioritize events to control order on days with multiple events

<i>Enter number where N is applicable</i>	<i>Choose Skip to not highlight Non-Business Days</i>	<i>Lower number means higher priority; Leaving blank equals zero</i>	<i>Set No to deactivate an event &amp; not display</i>
N	NON-BUSINESS DAYS <input type="checkbox"/>	PRIORITY	ACTIVE?
2			No
	Skip	3	
2		4	
1		2	

Deactivate event easily to remove from display on calendars

## NOTES

- Does not create any reminders for events
- Not integrated with any other software
  - Just a stand-alone Excel workbook file

## MORE DETAILS

**Product Page:**

<http://indzara.com/product/event-calendar-maker/>

**Site:**

[indzara.com](http://indzara.com)

**Email:**

[indzara@gmail.com](mailto:indzara@gmail.com)