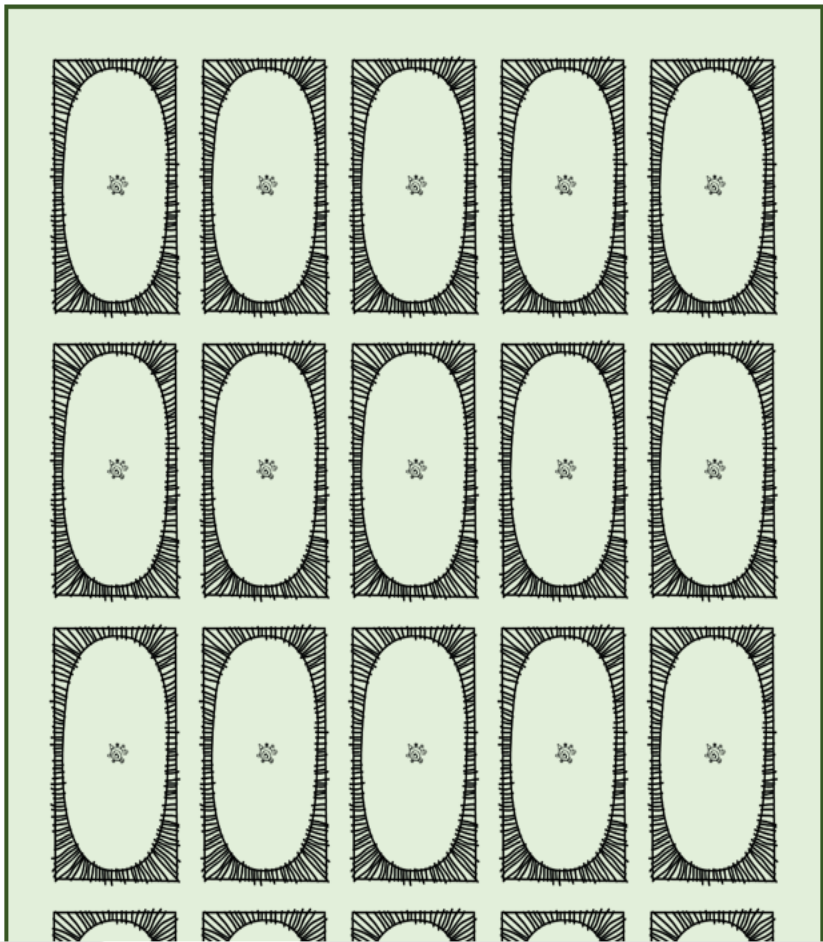


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N17 fx



Hello, and welcome to Mark's Excel Tips. In today's video, I will show you how to load, A Christmas Advent Calendar in Excel. I will also show you how to add your own photos, and how to stop that annoying pop-up notification you get with excel files that contain macros. Let's get started.

Clipboard: Paste, Copy, Cut, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Size, Font Style (Normal, Bold, Italic, Underline), Font Color (A), Background Color (A)

Alignment: Wrap Text, Merge & Center, Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent

Number: General, Currency (\$), Percentage (%), Thousands Separator (comma), Decimal Places (0, 2)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data

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A1 X ✓ fx

|    | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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A1

|    | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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| 26 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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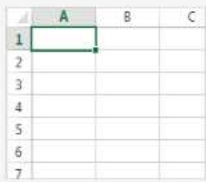
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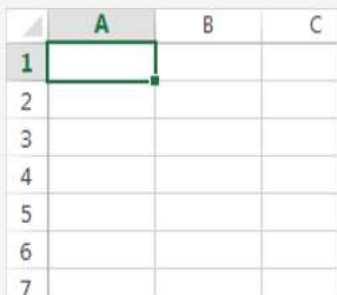
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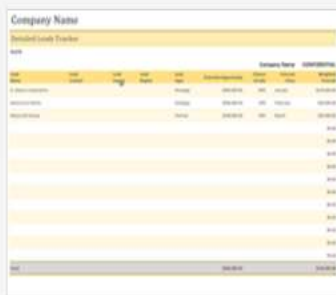
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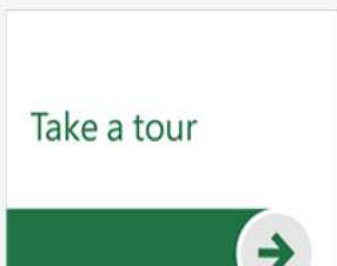
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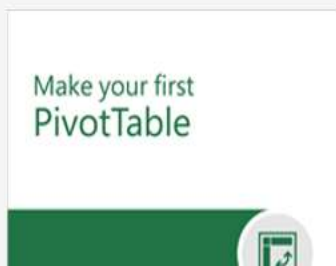
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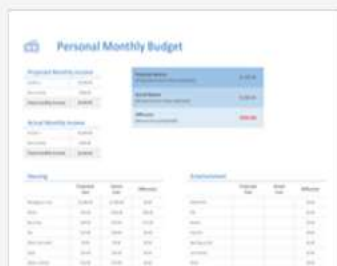
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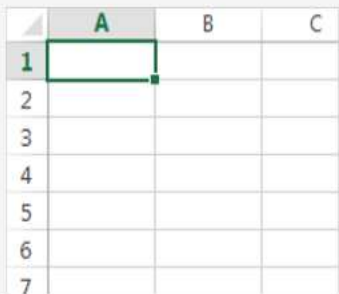
Personal Monthly Budget



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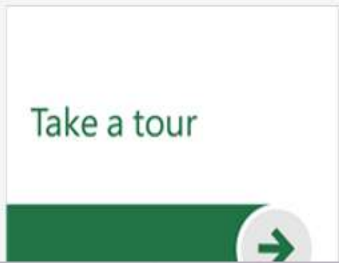
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Click on **Advent Calendar**.



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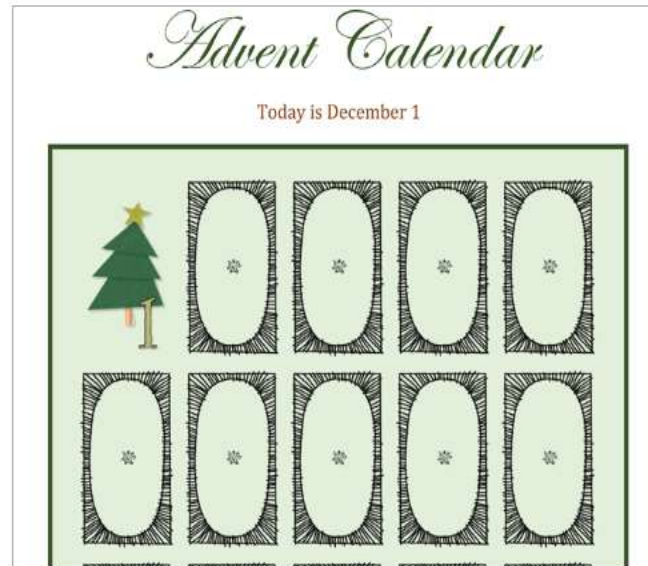
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Advent calen



## Advent calendar

Provided by: Microsoft Corporation

This Christmas advent calendar template automatically reveals a new holiday-themed image every day, beginning December 1 through December 25. Count the days in anticipation of Christmas using this advent calendar template. This is an accessible advent calendar template.



In the window that opens, click on **Create**.

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A1

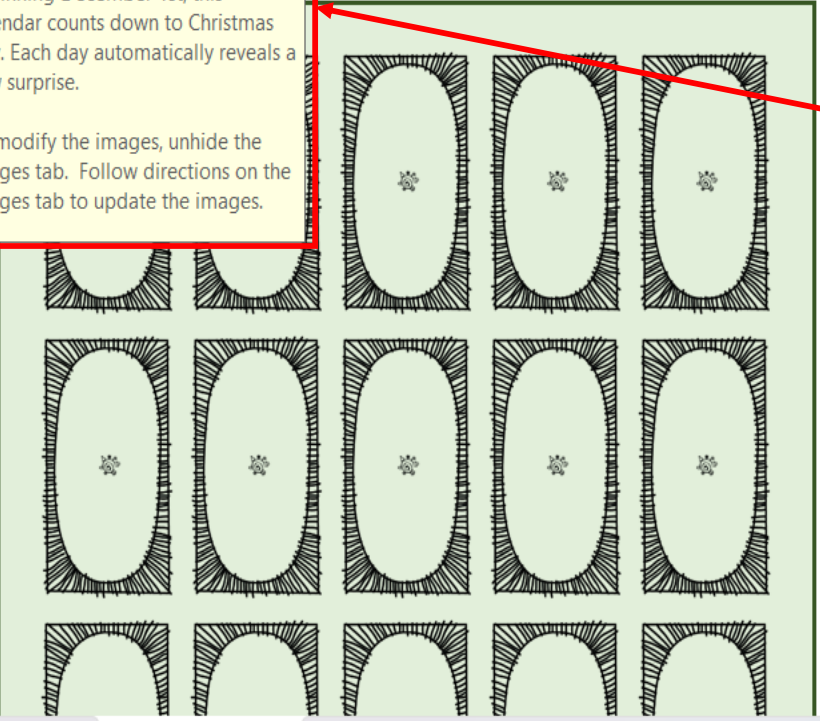
# Advent Calendar

Today is October 29

**Advent Calendar**  
 Beginning December 1st, this calendar counts down to Christmas Day. Each day automatically reveals a new surprise.

To modify the images, unhide the Images tab. Follow directions on the Images tab to update the images.

When Excel loads your calendar, cell A-1 will be automatically be selected with the following information. "Beginning December 1<sup>st</sup>, this calendar counts down to Christmas Day. To modify the images, unhide the Images tab. Follow the directions on the Images tab to update the images."





Clipboard Font Alignment Number Styles Cells Editing Add-ins

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# Advent Calendar

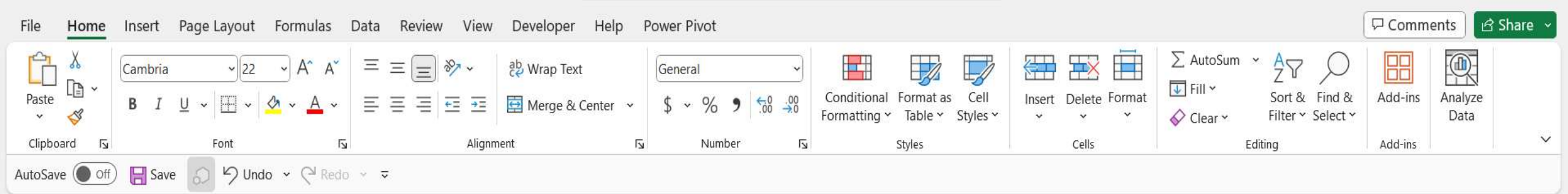
Today is October 29

**Advent Calendar**  
Beginning December 1st, this calendar counts down to Christmas Day. Each day automatically reveals a new surprise.

To modify the images, unhide the images. Follow directions in the Images tab to update the images.

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color >
- Hide
- Unhide...**
- Select All Sheets
- Link to this Sheet

And click on **Unhide**.

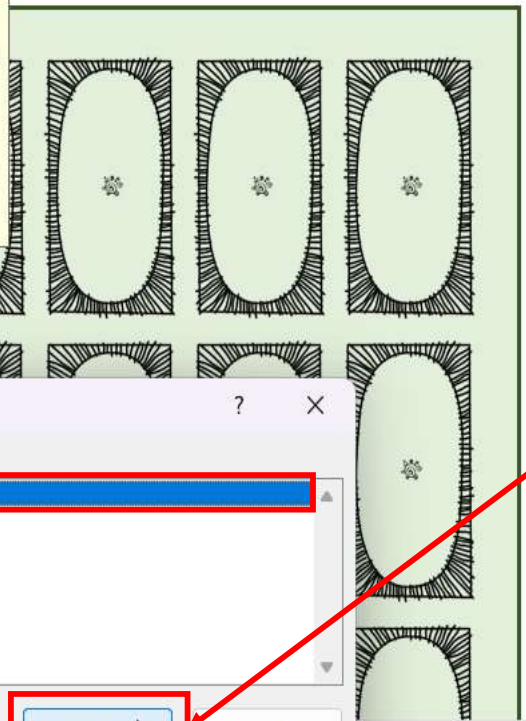


# Advent Calendar

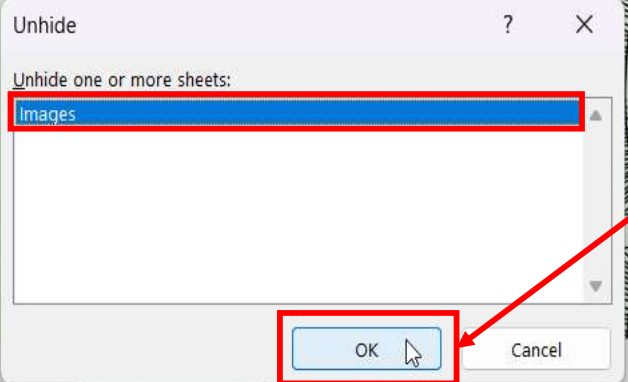
Today is October 29

**Advent Calendar**  
Beginning December 1st, this calendar counts down to Christmas Day. Each day automatically reveals a new surprise.

To modify the images, unhide the Images tab. Follow directions on the Images tab to update the images.



Make sure **images** is selected, and click **OK**.





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A1 fx

**How to modify the images:**

1. The cells to the left are used by a VBA script which handles the updating of the images.
2. Cells B2 to F6 correspond to days 1 to 25. And cell H2 is used for all empty doors.
3. To update the image for day 1, simply update cell B2.

This will open the Images tab with instructions on how to update these with your own images.

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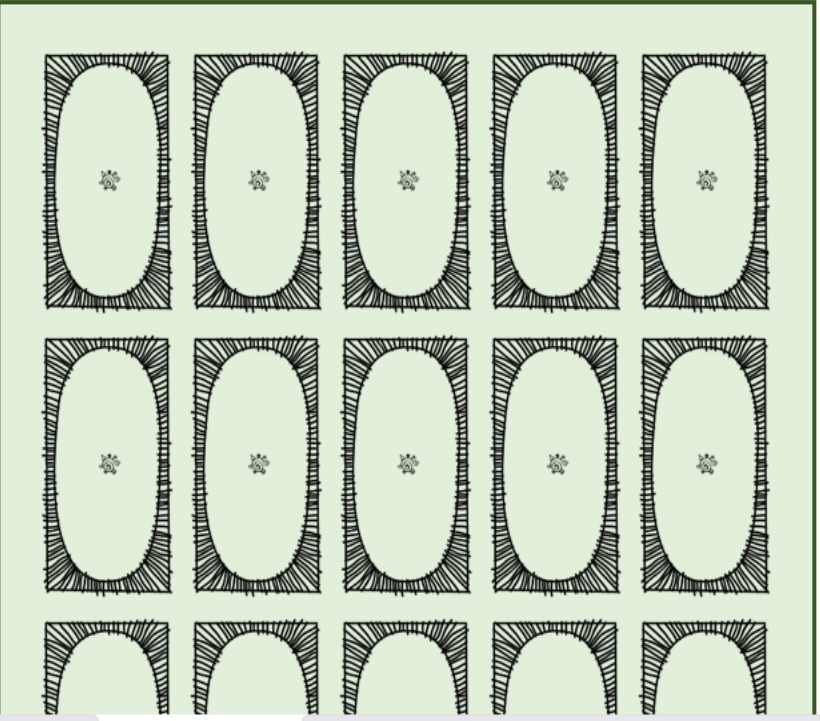
Paste, Font: Cambria, 11, Bold, Italic, Underline, Paragraph, Color, Text Color, Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center, Number: General, Currency, Percentage, Thousand Separator, Negative Numbers, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins, Analyze Data

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M9

# Advent Calendar

Today is October 29



To save your calendar, click on **File**.

# Good morning



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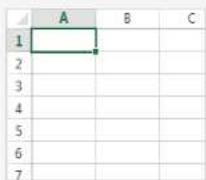
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12/1/2023 5:32 PM

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12/31/2023 5:21 PM

Book 1

6/26/2023 12:19 PM

Book

Give your calendar a name.





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12/1/2023 5:32 PM



Documents

12/31/2023 5:21 PM



Pictures

12/31/2023 5:21 PM



Book 1

6/26/2023 12:19 PM



Book

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Click on the drop-down menu next to the save button.

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Excel Workbook (\*.xlsx)

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Excel 97-2003 Workbook (\*.xls)

CSV UTF-8 (Comma delimited) (\*.csv)

XML Data (\*.xml)

Single File Web Page (\*.mht, \*.mhtml)

Web Page (\*.htm, \*.html)

Excel Template (\*.xltx)

Excel Macro-Enabled Template (\*.xltm)

Excel 97-2003 Template (\*.xlt)

Text (Tab delimited) (\*.txt)

Unicode Text (\*.txt)

XML Spreadsheet 2003 (\*.xml)

Microsoft Excel 5.0/95 Workbook (\*.xls)

CSV (Comma delimited) (\*.csv)

Formatted Text (Space delimited) (\*.prn)

Text (Macintosh) (\*.txt)

Text (MS-DOS) (\*.txt)

CSV (Macintosh) (\*.csv)

CSV (MS-DOS) (\*.csv)

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Excel 97-2003 Add-in (\*.xla)

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Documents

12/31/2023 5:21 PM

Pictures

12/31/2023 5:21 PM

Book 1

6/26/2023 12:19 PM

Book

12/31/2022 10:05 AM

Save

Click on **Save**.

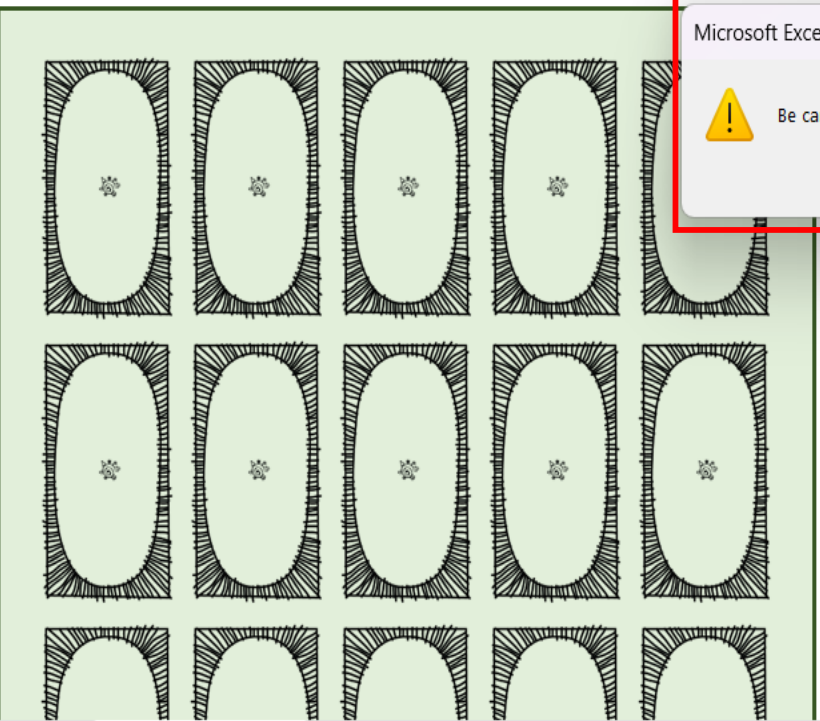
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# Advent Calendar

Today is October 29



Microsoft Excel

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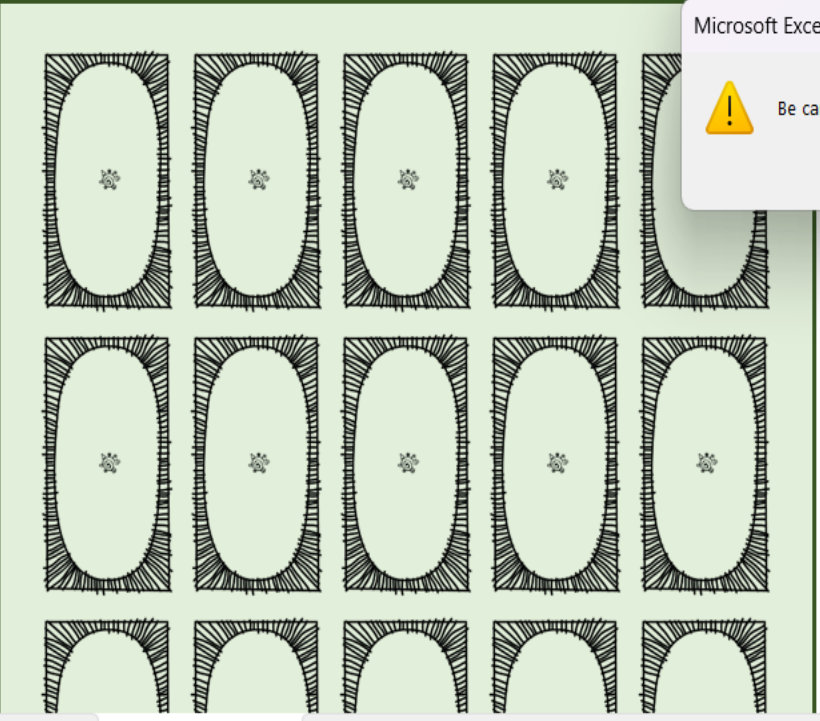
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# Advent Calendar

Today is October 29



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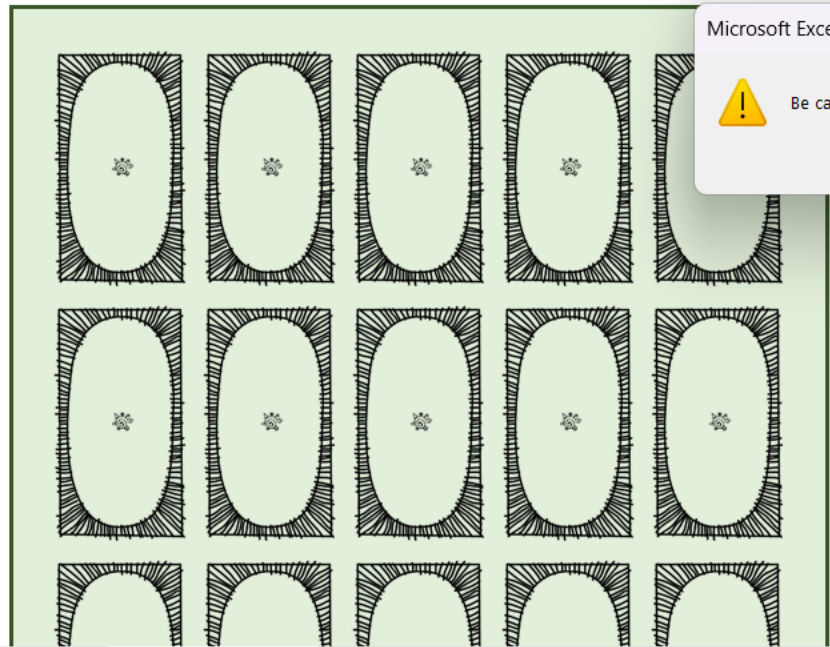
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# Advent Calendar

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OK Cancel

To stop receiving this message click on **Cancel**.

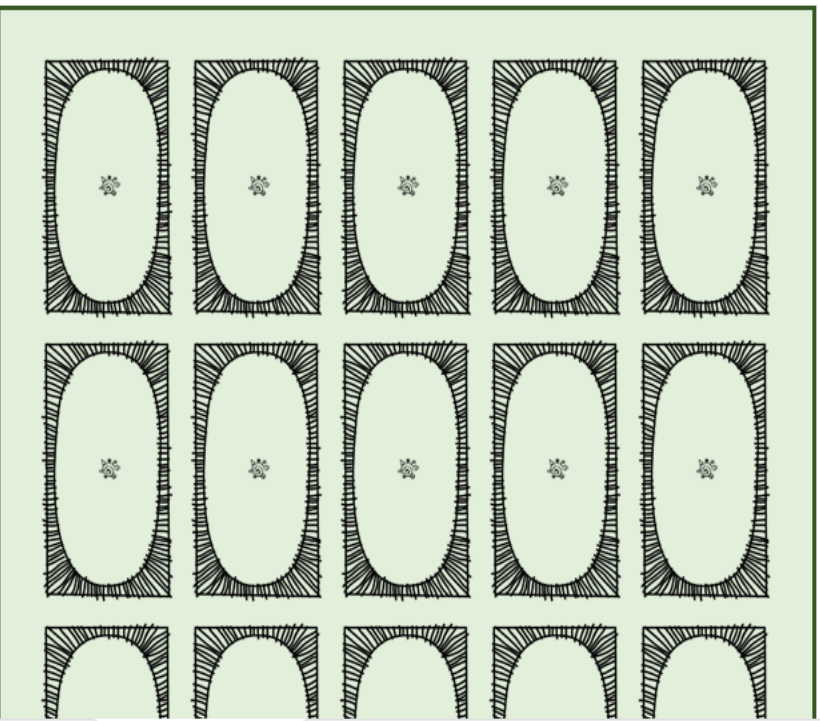
Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste Cambria 11 A A Wrap Text Merge & Center General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Add-ins Analyze Data

AutoSave Off Save Undo Redo

# Advent Calendar

Today is October 29



Microsoft Excel

Document not saved.

OK

You will get a message saying that the document was not saved. Click **OK**.

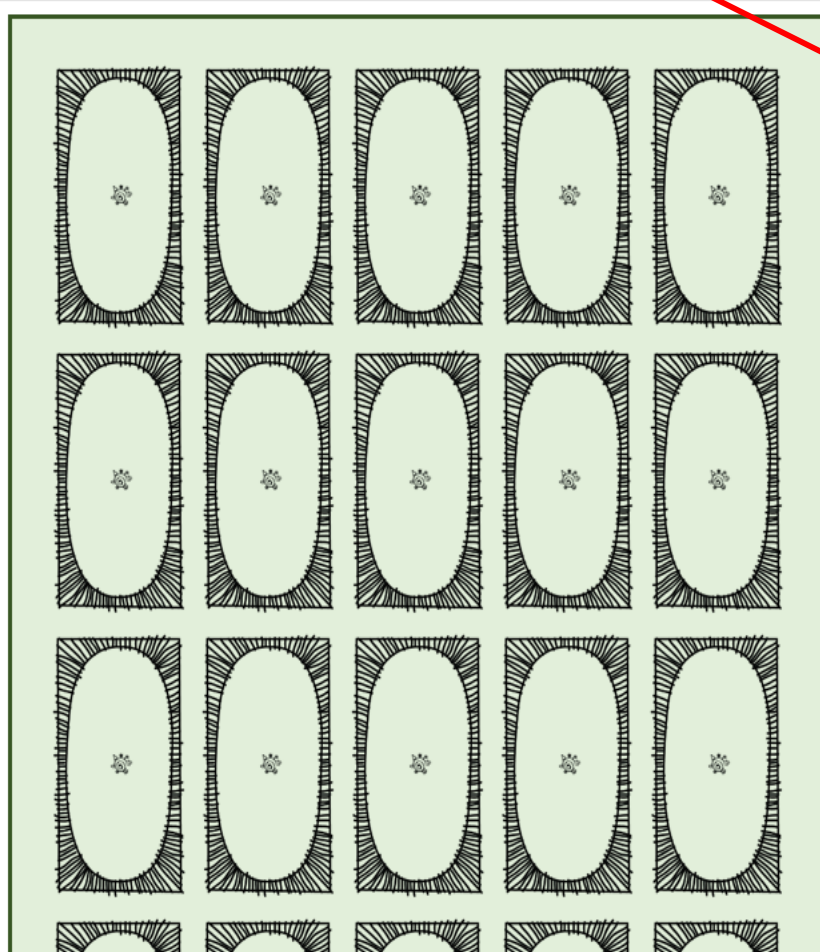
File Home Insert Page Layout Formulas Data Review View Developer Help Power Pivot

Comments Share

Paste Font Alignment Number Styles Cells Editing Add-ins Analyze Data

AutoSave Off Save Undo Redo

N17

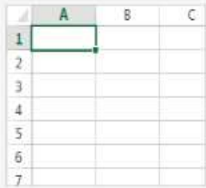


Click on File.



Home

New



Blank workbook



Advent calendar



Seasonal photo calendar



Dynamic array formulas tut...



Ten tips for charts



Any year one-month calen...



Full year global calendar

[More templates](#) →

Recent Pinned Shared with Me

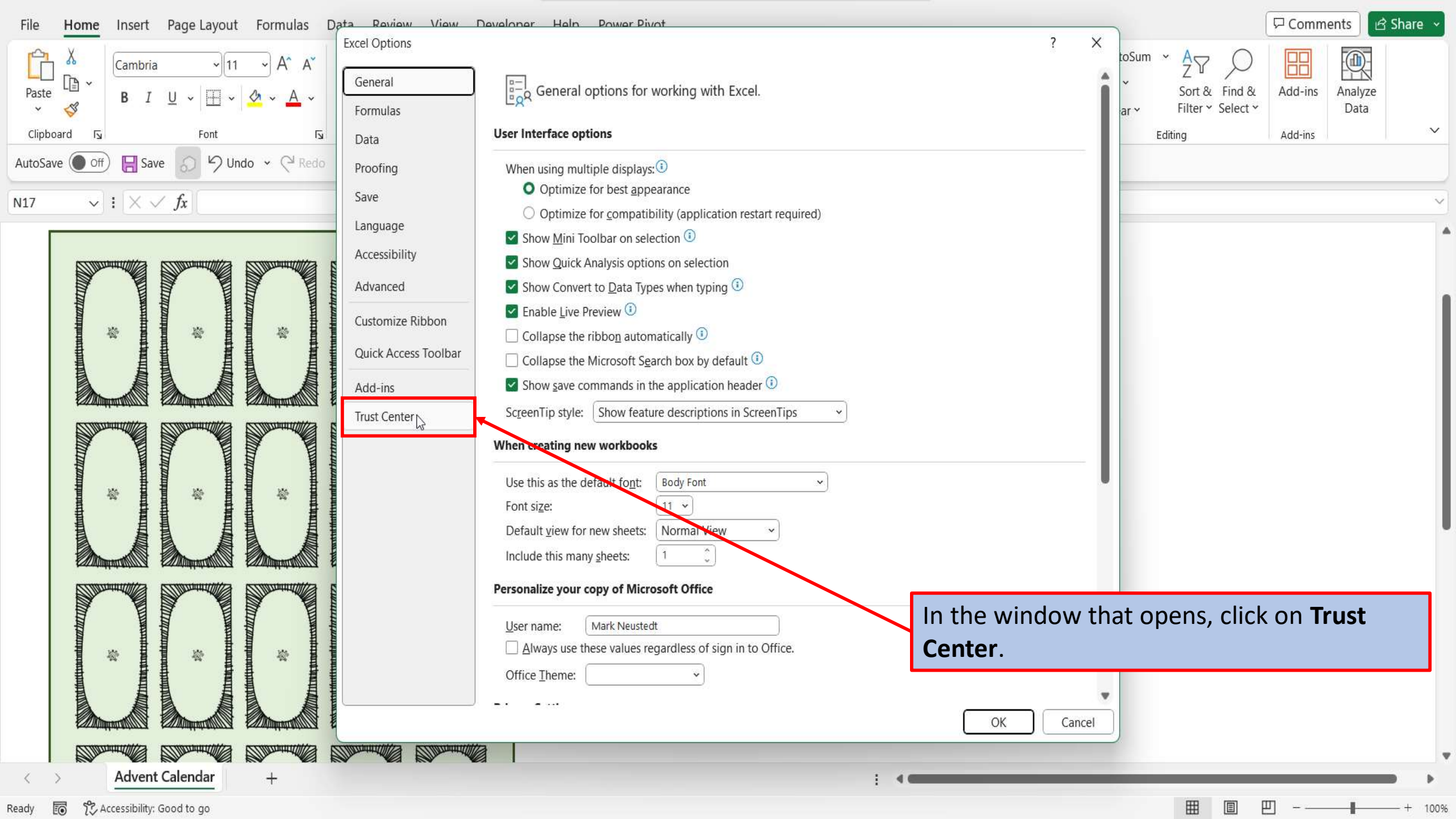
You haven't opened any workbooks recently. Click Open to browse for a workbook.

[More workbooks](#) →

Click on **Options** in the bottom left corner.

Account

Options



Excel Options

General

Formulas

Data

Data

Proofing

Save

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

General options for working with Excel.

**User Interface options**

When using multiple displays:

- Optimize for best appearance
- Optimize for compatibility (application restart required)

- Show Mini Toolbar on selection
- Show Quick Analysis options on selection
- Show Convert to Data Types when typing
- Enable Live Preview
- Collapse the ribbon automatically
- Collapse the Microsoft Search box by default
- Show save commands in the application header

ScreenTip style: Show feature descriptions in ScreenTips

**When creating new workbooks**

Use this as the default font: Body Font

Font size: 11

Default view for new sheets: Normal View

Include this many sheets: 1

**Personalize your copy of Microsoft Office**

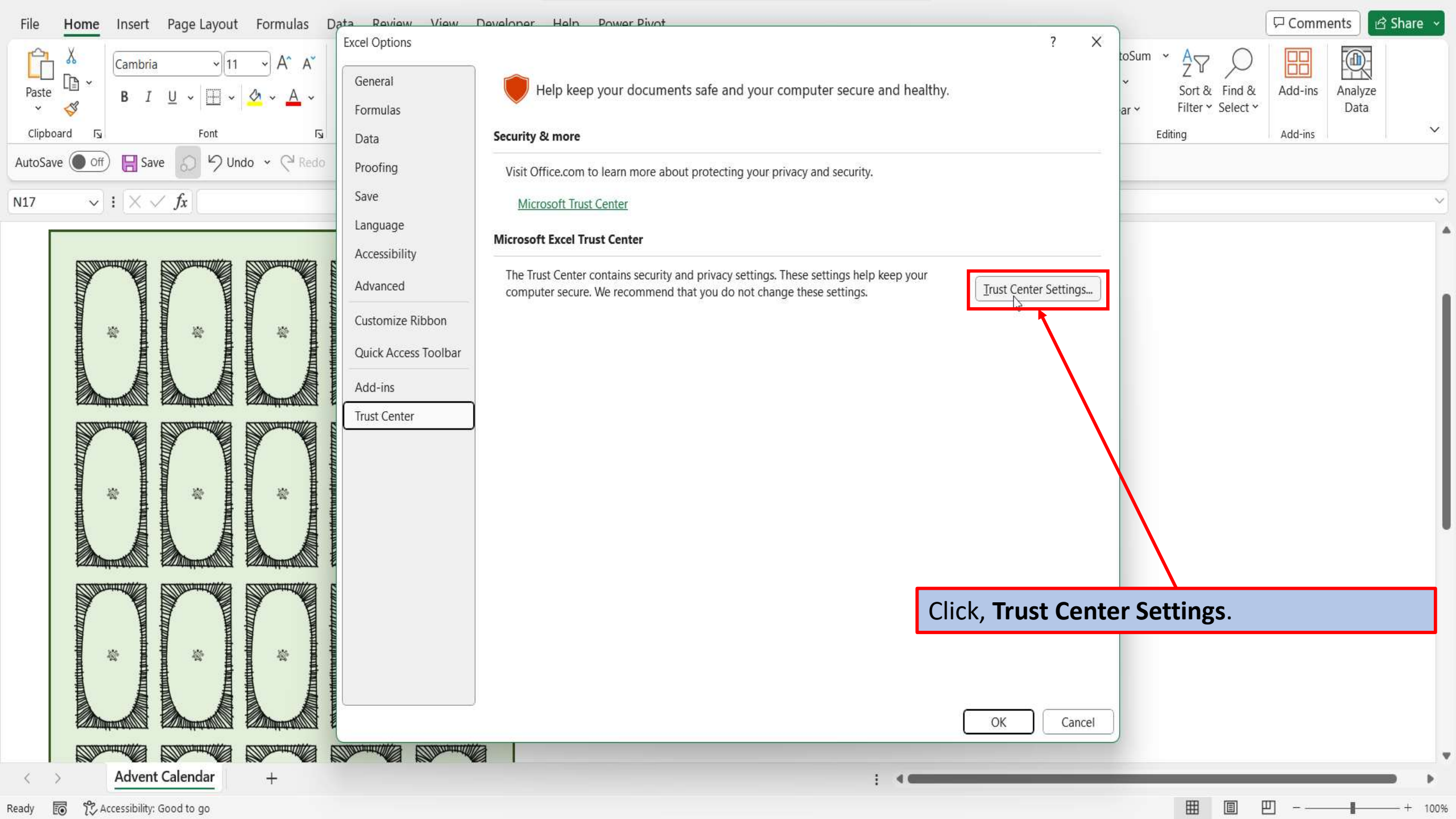
User name: Mark Neustedt

Always use these values regardless of sign in to Office.

Office Theme:

OK Cancel

In the window that opens, click on **Trust Center.**



Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

Help keep your documents safe and your computer secure and healthy.

Security & more

Visit Office.com to learn more about protecting your privacy and security.

[Microsoft Trust Center](#)

Microsoft Excel Trust Center

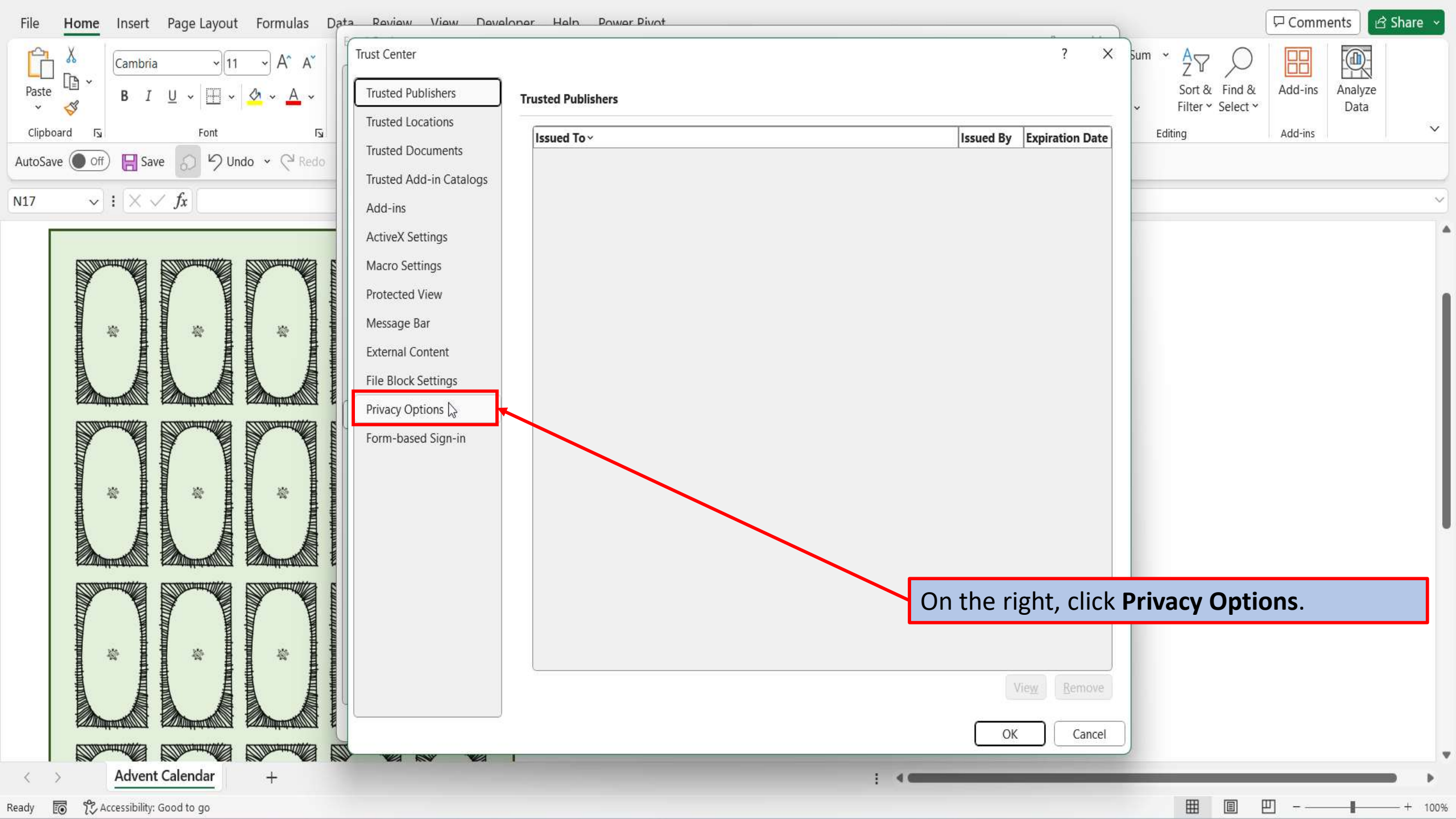
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...

Click, Trust Center Settings.

OK

Cancel



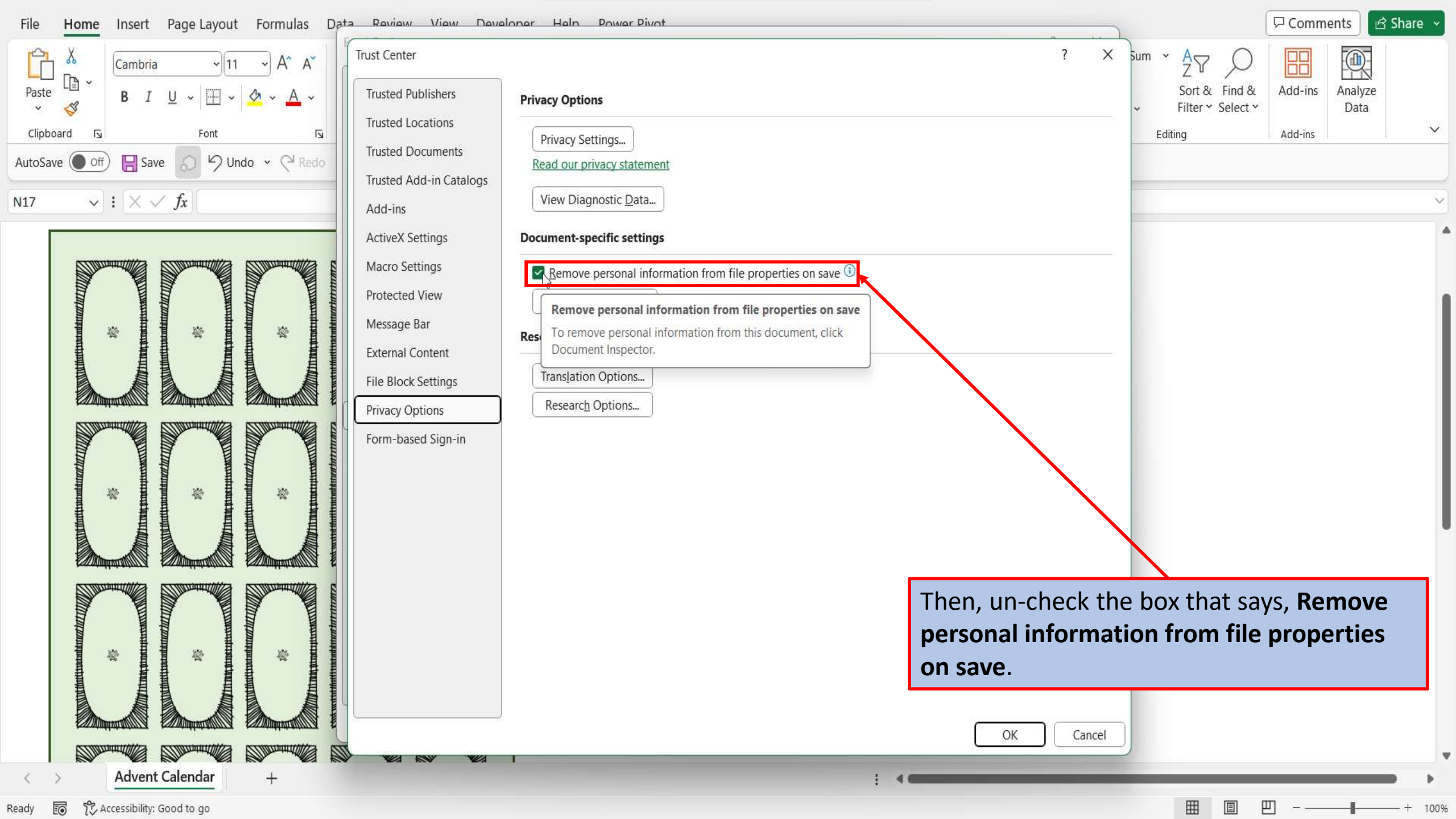
- Trusted Publishers
- Trusted Locations
- Trusted Documents
- Trusted Add-in Catalogs
- Add-ins
- ActiveX Settings
- Macro Settings
- Protected View
- Message Bar
- External Content
- File Block Settings
- Privacy Options
- Form-based Sign-in

### Trusted Publishers

| Issued To | Issued By | Expiration Date |
|-----------|-----------|-----------------|
|-----------|-----------|-----------------|

On the right, click **Privacy Options**.

View Remove  
OK Cancel



### Privacy Options

Privacy Settings...

[Read our privacy statement](#)

View Diagnostic Data...

### Document-specific settings

Remove personal information from file properties on save ⓘ

**Remove personal information from file properties on save**

To remove personal information from this document, click Document Inspector.

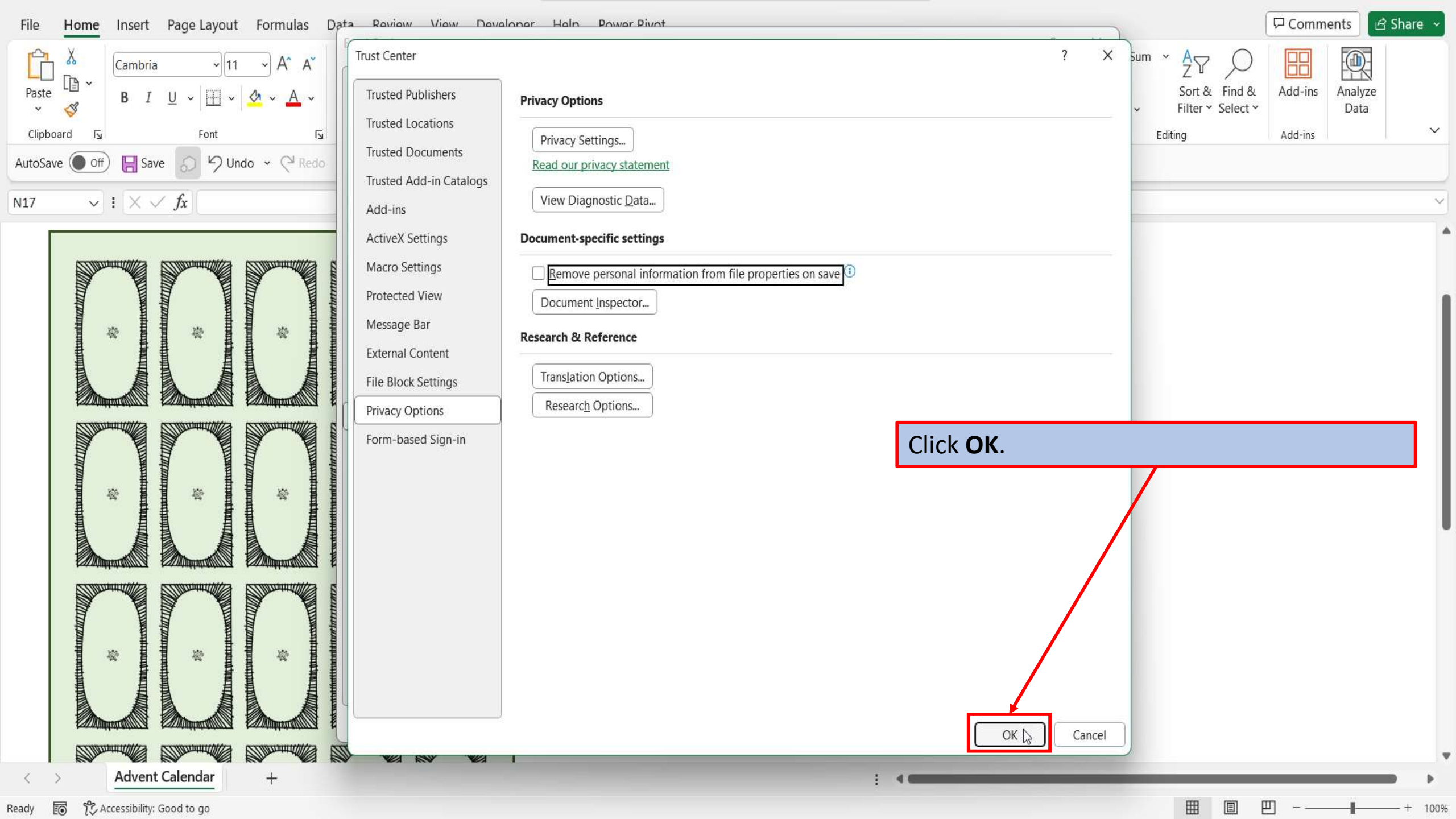
Translation Options...

Research Options...

Then, un-check the box that says, **Remove personal information from file properties on save.**

OK

Cancel



Trust Center

- Trusted Publishers
- Trusted Locations
- Trusted Documents
- Trusted Add-in Catalogs
- Add-ins
- ActiveX Settings
- Macro Settings
- Protected View
- Message Bar
- External Content
- File Block Settings
- Privacy Options
- Form-based Sign-in

**Privacy Options**

Privacy Settings...

[Read our privacy statement](#)

View Diagnostic Data...

**Document-specific settings**

Remove personal information from file properties on save ⓘ

Document Inspector...

**Research & Reference**

Translation Options...

Research Options...

OK Cancel

Click OK.

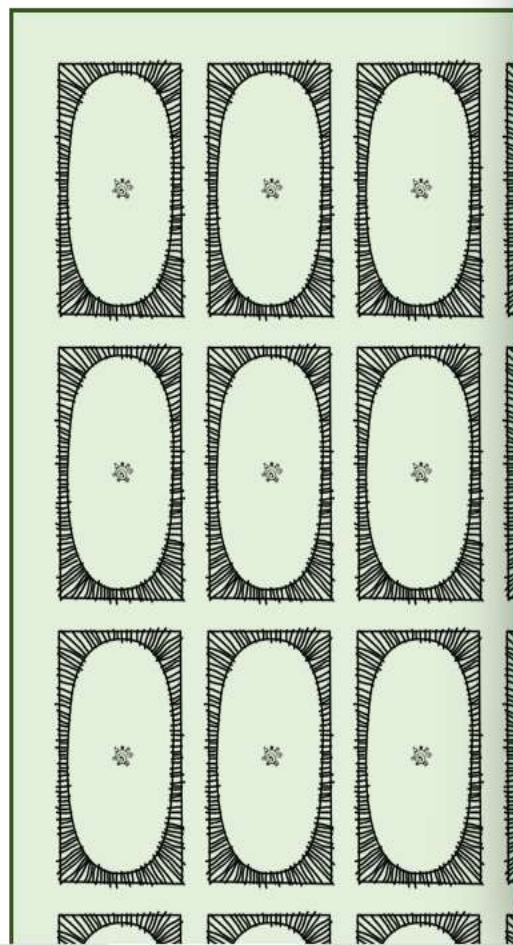
OK

Cancel

Clipboard Font

AutoSave Off Save Undo Redo

N17



Excel Options

- General
- Formulas
- Data
- Proofing
- Save
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center

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**Security & more**

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[Microsoft Trust Center](#)

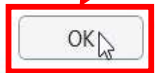
**Microsoft Excel Trust Center**

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...

OK Cancel

Click **OK** again.



Comments Share

Sort & Filter Find & Select

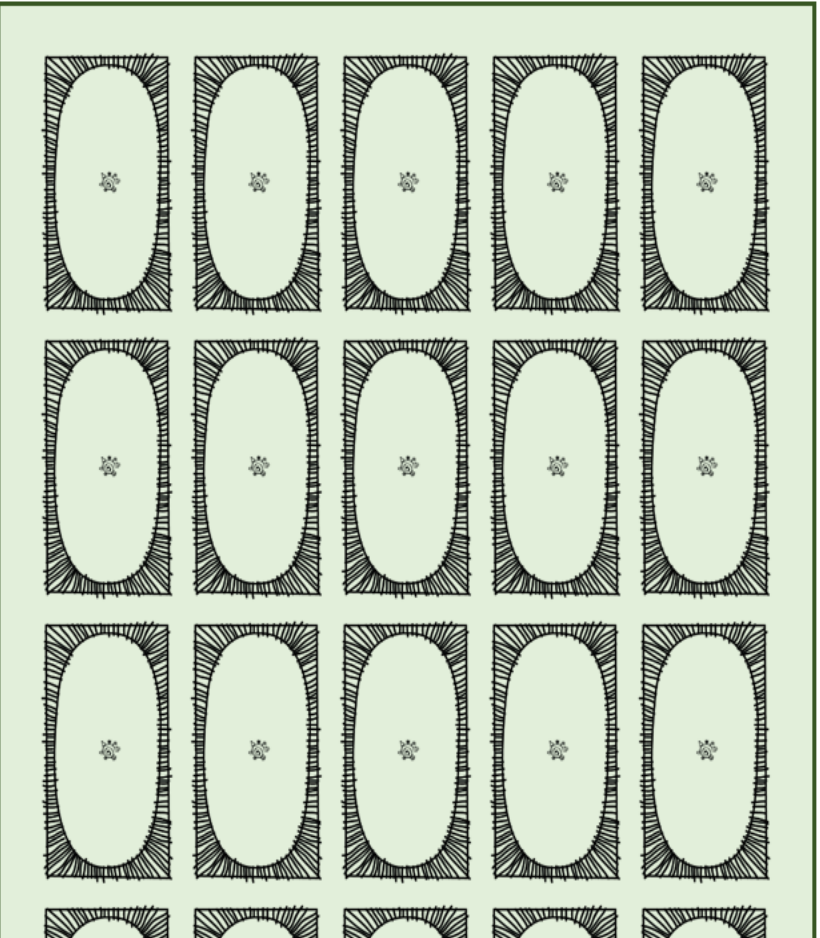
Add-ins Analyze Data

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste Cambria 11 A A Wrap Text Merge & Center General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Add-ins Analyze Data

AutoSave Off Save Undo Redo

N17 fx



You can now save or close the file without receiving the warning message.



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