

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

AutoSave Off Save Add-ins Undo Redo

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Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to create Schedule Templates, in Excel 365. Let's get started.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Aptos Narrow 11, Bold, Italic, Underline, Merge & Center, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins, Analyze Data

AutoSave Off Save Add-ins Undo Redo

File tab, X, checkmark, fx

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To start, click on File.

Good morning



Home

New

Open

Share

Get Add-ins

Info

Save

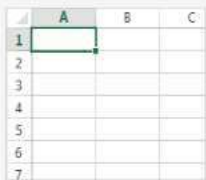
Save As

Print

Export

Close

New



Blank workbook



Blank monthly calendar



Balance sheet



Any year one-month calen...



Blood pressure and glucose...



Welcome to Excel



Formula tutorial

Recent Pinned Shared with Me

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

[More templates](#) →

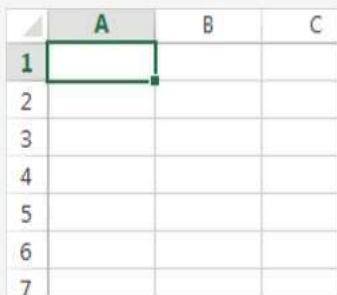
[More workbooks](#) →

On the right side of the home screen, click on more templates.

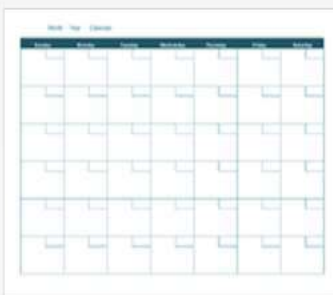
Account

Options

New



Blank workbook



Blank monthly calendar



Balance sheet



Any year one-month cale...



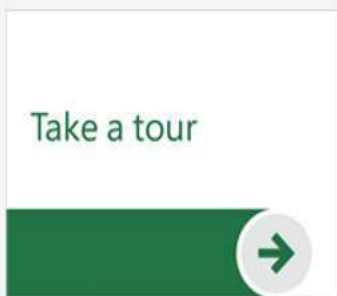
Blood pressure and gluco...

Schedule Templates

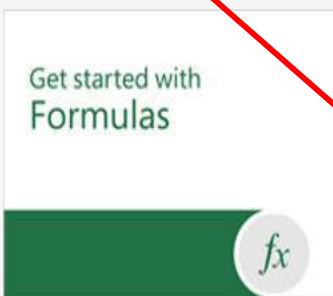


Start searching

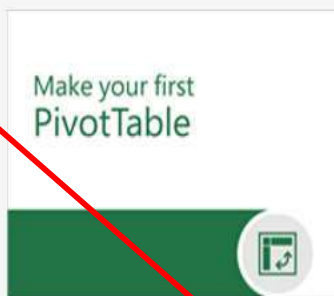
Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



Welcome to Excel



Formula tutorial



PivotTable tutorial



Python in Excel tutorial



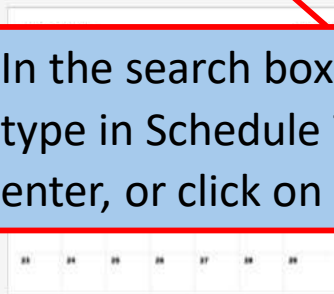
Personal monthly budget



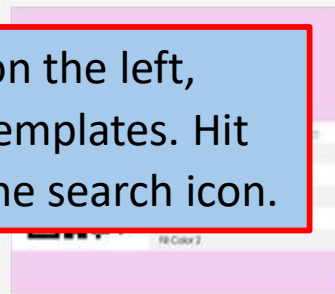
Premium weekly chore sc...



Any year custom calendar



Academic calendar



QR code generator



Loan amortization schedule

In the search box on the left, type in Schedule Templates. Hit enter, or click on the search icon.

New

← Back Schedule Templates 🔍

CLASS SCHEDULE

Student schedule

Daily Schedule

Daily schedule

Employee Absence Schedule

Employee absence sched...

Weekly Schedule Planner

Weekly schedule planner

Chore Schedule

Weekly chore schedule

SHIFT SCHEDULE

Weekly employee shift sc...

Conference/Training Session Name

Five-day event schedule

Shift Schedule

Employee shift schedule

Conference/Training Session Name

Event schedule

CHORE SCHEDULE

Chore schedule

Excel, will load 15 plus results for Schedule Templates.

The Rain City Rats

Sports roster and schedule

Equipment inventory and...

Simple chore schedule

WEEKLY TASK SCHEDULE

Weekly task schedule

HOME MAINTENANCE SCHEDULE

Home maintenance sched...

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- Info
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- Options

New

← Back

Schedule



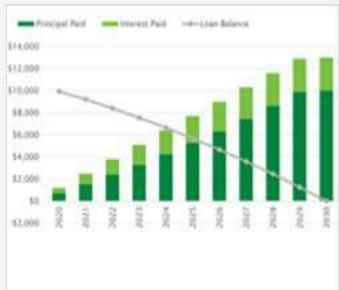
Academic calendar

Premium weekly chore sc...

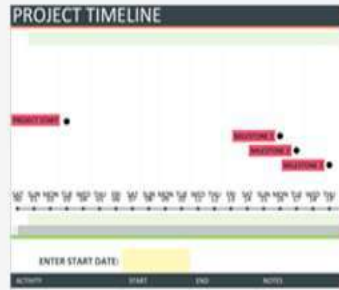
Student schedule

Daily schedule

Employee absence sched...



Loan amortiz...



Calorie Amortization Schedule

Weekly schedule planner

Shift work calendar year...

Social media content cale...

Job candidates tracker

Social media editorial the...

Family event schedule

You can change your search term to just the word Schedule, and excel will return additional results for you to choose from.

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- Account
- Options

New

← Back Schedule 🔍



Academic calendar



Premium weekly chore sc...



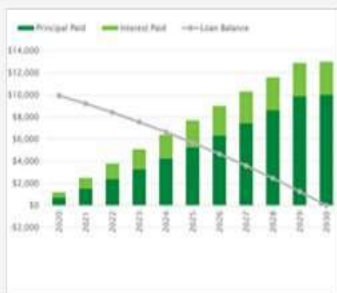
Student schedule



Daily schedule

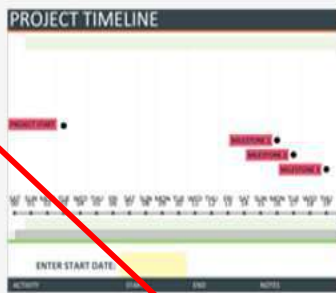


Employee absence sched...



Loan calculator

Loan amortization sch



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Weekly schedule planner

Let's click on the second one.



Shift work calendar year...

Social media content cale...

Job candidates tracker

Social media editorial the...

Family event schedule

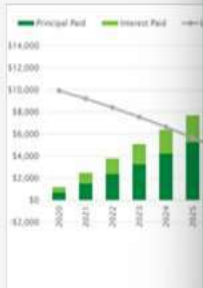
- ←
- Home
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- Save As
- Print
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- Close
- Account
- Options

New

← Back Schedule 🔍



Academic calendar



Loan calculator



Shift work calendar year...

Weekly chore schedule

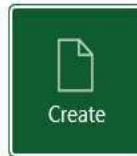
Task	Sun		Mon		Tue		Wed		Thu		Fri	
	10/13/20XX	10/14/20XX	10/15/20XX	10/16/20XX	10/17/20XX	10/18/20XX	Who	Done	Who	Done	Who	Done
Pick up toys/misc	Terry	✓										
Collect post	David	✓										
Take out rubbish	John											
Do the washing up												
Dust												
Sweep												
Vacuum												
Mop the floors												
Clean bathroom												
Clean bedroom												
Laundry												
Mow lawn												
Rake lawn												
Weed garden												

Premium weekly chore schedule

Provided by: Microsoft Corporation

Create and manage charts for chores with this comprehensive premium weekly chores chart template featuring a charming illustration and many features. This accessible weekly chores chart template includes a weekly schedule and an editable list of chores. Use this chart will help get family, or roommates on board with a regular chores schedule.

Download size: 88 KB



In the window that opens, Excel tells you about this Schedule Template, and what it is best used for.

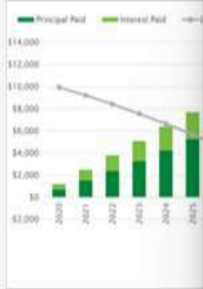
New

← Back

Schedule



Academic calendar



Loan calculator



Shift work calendar year...

Weekly chore schedule

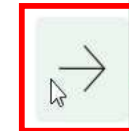
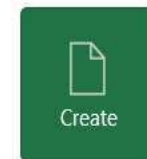
Task	Sun		Mon		Tue		Wed		Thu		Fri	
	10/13/20XX	10/14/20XX	10/15/20XX	10/16/20XX	10/17/20XX	10/18/20XX	Who	Done	Who	Done	Who	Done
Pick up toys/misc	Terry	✓										
Collect post	David	✓										
Take out rubbish	John											
Do the washing up												
Dust												
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Download size: 88 KB



You can use the left and right arrows, to scroll through the different Schedule Templates.

Social media content

Journal the...

Family event schedule



Home

New

Open

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Get Add-ins

Info

Save

Save As

Print

Export

Close

Account

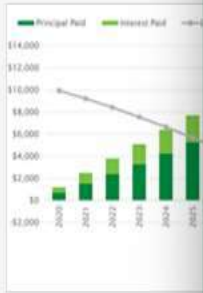
Options

New

← Back Schedule 🔍



Academic cal



Loan calcula



Shift work calendar year...

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
6:30 AM							
7:00 AM							
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10:30 PM							
11:00 PM							
11:30 PM							
12:00 AM							

Daily schedule
Provided by: Microsoft Corporation

Time management and just got easier with this daily schedule template. Use it to organize your work, play, chores, and activities for each day of the week. You can tailor the daily schedule template to start your day at a specific time and then set time intervals however you'd like. Keep the daily schedule template in Excel close at hand to know what's coming up and when things are happening. Download a schedule template, send to your phone or tablet, and take control of your daily planning. This is an accessible template.



Each template will give you a brief description on what it can be used for.

Social media content

orial the...

Family event schedule

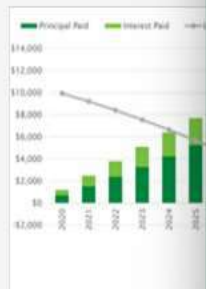
- Home
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New

← Back Schedule



Academic calendar



Loan calculator



Shift work calendar year...

Employee absence schedule

January

Absence type key: V Vacation, P Personal, S Sick, Custom 1, Custom 2

Dates of absence

Employee name	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Harsimran Brar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Jordan Mitchell				V	V	V	V				S	S			P			
Asaf Karten					P													S
Vanja Jovanovic								P										
Madison Butler					S	2	V	V										S
January total			2	2	3	3	1				1	1	1					1

Employee absence schedule

Provided by: Microsoft Corporation

Use this employee absence schedule template to track the absence and time reports of your employees. This employee leave tracker template can be easily customized, is color-coded, and tracks monthly. This is an accessible template.



When you find the Schedule Template that you like, click on create.

Social media content cale...

Job candidates tracker

Social media editorial the...

Family event schedule

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Clipboard Font Alignment Number Styles Cells Editing Add-ins

AutoSave Off Save Add-ins Undo Redo

AJ26 : 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 X Y Z AA AB AC AD AE AF AG AH AI AJ AK

Employee absence schedule

January

Absence type key

- V Vacation
- P Personal
- S Sick
- Custom 1
- Custom 2

Dates of absence

Excel, will load your Schedule Template, ready for you to use.

2024

Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed

Employee name	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	Total days
Harsimran Brar			V	V	V	V							V																			5
Jordan Mitchell					S	S					P									S					V	V	V					7
Asaf Karten				P									S																S			3

< > January February March April May June July August September October November December Employee names +

New

← Back

Schedule



Academic calendar



Premium weekly chore sc...



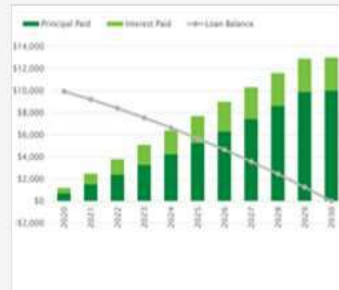
Student schedule



Daily schedule

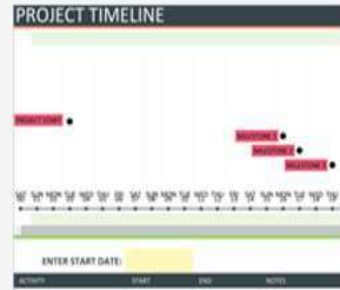


Employee absence sched...



Loan calculator

Loan amortization schedule



Project timeline

Calorie amortization sche...

Weekly schedule planner



Shift work calendar year...

Social

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a editorial the...

Family event schedule

Be sure to take your time, and browse through the different Schedule Templates, to find the one that's just right for you.



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