

<http://www.vertex42.com/calendars/school-calendar.html>

Start day:  1:Sunday, 2:Monday

## Harrison County Schools

Aug 9	Opening Day
Aug 10	Staff Work Day #1
Aug 11	First Student Day
Sep 5	Labor Day - <b>Holiday #1</b>
Oct 10 - 14	Fall Break
Nov 8	General Election - Staff Work Day
Nov 21 - 25	Thanksgiving Vacation
Nov 24	Thanksgiving Day - <b>Holiday #2</b>
Dec 21-30	Winter Break
Dec 23	Christmas Holiday - <b>Holiday #3</b>
Jan 2	New Years Day - <b>Holiday #4</b>
Jan 16	Martin Luther King Day
Feb 20	President's Day - Potential Make-up Day
Apr 3 - 7	Spring Break
May 16	Primary Election - Staff Work Day
May 24	Last Student Day
May 29	Memorial Day
May 25, 26, 30, 31	Flex PD Day
June 1	Closing Day

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V 3.0

## TEST DATES

### Category of Events

### Category of Events

S	M	T	W	T	F	S
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				

S	M	T	W	T	F	S
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August 2022						
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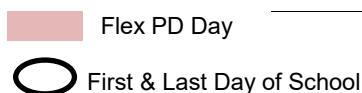
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27	28	30				

S	M	T	W	T	F	S
				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

### Category of Events

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## INSTRUCTIONS

### « Choose the year and beginning month

Note: If you choose Monday as the start day, you will need to modify some of the formatting in the calendars (bold vs. non-bold days).

**Publishing your calendar.** If you want to publish a school calendar, you must ensure that it includes the following note and URL in the footer:

Calendar Templates by Vertex42.com -

<http://www.vertex42.com/calendars/school-calendar.html>

**Converting the calendar to a PDF.** To publish a school calendar on your website, you should first convert it to a PDF. The best way to do that is to either print to a PDF driver, or in Excel 2010/2013 you can go to Save As and select PDF.

**Changing the color scheme.** You can change the color scheme by going to Page Layout > Themes > Colors.

**Overwriting formulas.** You can overwrite a formula to place an "H" in place of a holiday for example. Be very careful if you copy/paste days so that you don't mess up the formulas. You can copy/paste the formulas for the days *within* the same month, but *not between* months.

**View the Print Area.** To view the current print area, first view the Print Preview (Ctrl+P) then return to the Home tab. Or, go to View > Page Break Preview. The print area will become highlighted with a dashed line. To choose a new print area, select the cells you want to include and go to Page Layout > Print Area > Set Print Area.

« Make a list of important dates. Enter dates as text by entering an apostrophe before the date, like 'Aug 8

« Use the **Format Painter** to copy the format from one cell to another

« Copy and paste the **Shapes** to highlight specific days