

Click here to type your favorite quote. Or delete this placeholder and then insert a picture or any content you choose.

# JANUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDA	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12 My BFF's birthday	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## NOTES:

It's easy to highlight or clear highlight from a date. Find these options on the **Calendar** tab of the Ribbon.

You can also easily change the color of the highlight behind the **month and year**, the **weekdays**, and the word **notes** above. To do this:

1. On the **Home** tab or **Calendar** tab, in the **Editing** group, click **Select** and then click **Selection Pane**. Or, press Alt+F10.
2. In the **Selection Pane**, click the name of the object you want to recolor.

On the **Picture Tools Format** tab, in the **Adjust** group, click **Color**. Under the heading **Recolor**, click the color you want to apply.