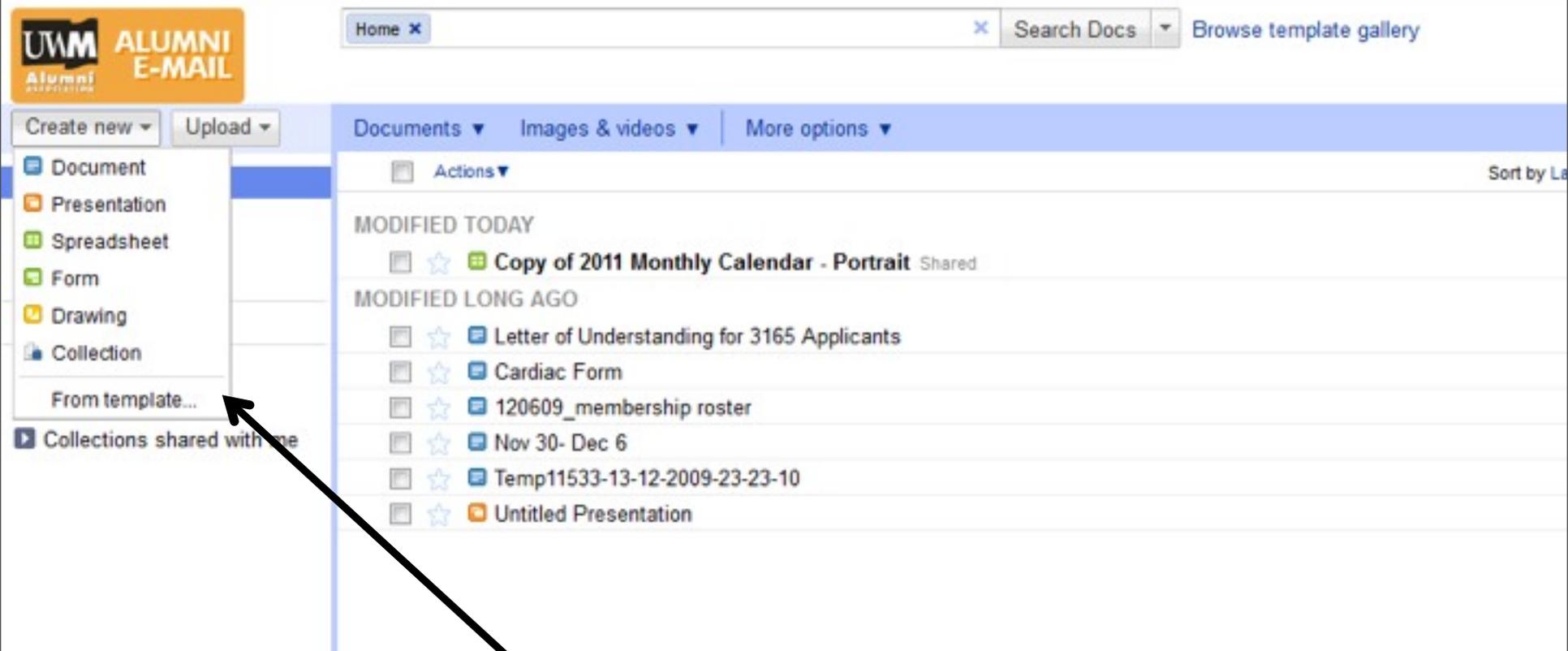


Making a Google Calendar



- 1) Click Create New
- 2) Click From Template

Google Docs › Template Gallery

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Family Budget Planner By [Vertex42.com](#)
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A yearly budget spreadsheet for family budget planning. Includes a detailed list of

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Personal Monthly Budget By [Vertex42.com](#)
★★★★☆ 527 ratings [Rate it](#) [Embed](#) [Report abuse](#)
This personal monthly budget compares projected and actual expenses for a given

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Project Management Schedule By [Google](#)

★★★★☆ 282 ratings [Rate it](#) [Embed](#) [Report abuse](#)

Any project requires a shared place for tracking progress. With color coding and ability to see flagg project off the ground and keep the beat going.

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To Do List By [Vertex42.com](#)

★★★★☆ 137 ratings [Rate it](#) [Embed](#) [Report abuse](#)

A simple To Do list. Great for personal or team projects. Create a Table Gadget using this template for keeping track of team assignments.

[Preview](#)



2011 Monthly Calendar - Portrait By [Vertex42.com](#)

★★★★☆ 153 ratings [Rate it](#) [Embed](#) [Report abuse](#)

Monthly calendar with each month on a separate worksheet. Designed to print in portrait format.

[Preview](#)

- Find a Calendar you like and click Use This Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	[Organization Name]													
2	[Address]													
3	[Contact Info]													
4	JANUARY 2011													
5	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
6							1 New Year's Day							
7														
8														
9														
10														
11														
12														
13														
14	2	3	4	5	6	7	8							
15														
16														
17														
18														
19														
20														

- Make Changes that you desire
- Once done click Share
 - Click Share in the drop down menu



Google docs Copy of 2011 Monthly Calendar - Portrait Private to only me Saved Share

File Edit View Insert Format Data Tools Help

Formula: [Organization Name]

Who has access

Private - Only the people listed below can access [Change](#)

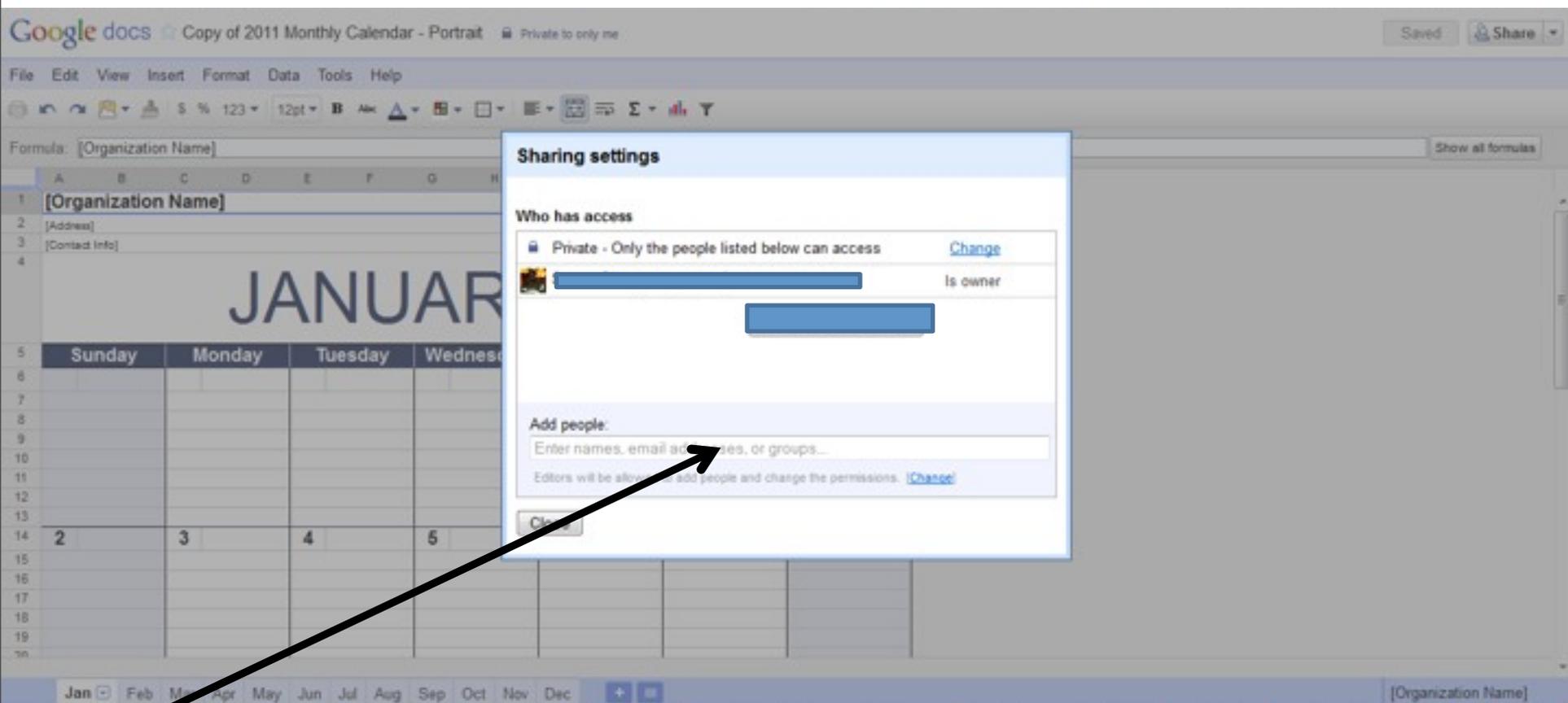
Is owner

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change](#)

Close

The image shows a Google Docs interface with a calendar spreadsheet. A 'Sharing settings' dialog box is open, showing the current sharing status as 'Private - Only the people listed below can access'. Below this, there is a list of users with their profiles and roles, including one who is the 'owner'. At the bottom of the dialog, there is an 'Add people' section with a text input field for entering names, email addresses, or groups. A black arrow points from the bottom of the slide to this input field. The background spreadsheet shows a calendar for January with columns for days of the week and rows for dates.

- Enter in people's emails that you want to use the Calendar

Other Info

- You do not need a Gmail email to use the Calendar. If you send someone a link to use it they can use any Hotmail, yahoo, AOL, etc. email