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## Calendar form excel 2016

Learn how:(Note: videos may not reflect the latest upgrades. Please use the instructions below.) Every time you start entering a day in a cell, you wonder... Should you type MM/DD/YYYY or use some other order? Should you use a / separator or maybe '-'? Will the date format display exactly as you want? That's when the Excel date picker or drop-down schedule comes in handy. Even indispensable, when you manage a personal or business to-do list, an appointment or timetable, a project tracker, or financial statements in an Excel spreadsheet. Popup Calendar is a comprehensive and reliable date selector trusted by over 30 000 Excel users: intuitive to use, click a cell - select a dateDrops down near a cell, display the number of weeks, days of the week, and the current dateA variety of columns, rows, or any range that has a date value in one clickSuc than the default, built-in, and customWorks date format options both in 64-bit and 32-bit ExcelPopup Calendar are among more than 20 features in XLTools Add-in for Excel. Active in Excel 2019, 2016, 2013, 2010, Office 365.Download XLTools for Excel on your computer-- a free trial that gives you 14 days of full access to all features. Select a cell. In the Date/Time group, click the DateInsert Date Selector button that will drop down next to the cell. Or: right-click and selectInsert Date.Or:use a shortcut -- pressCtrl + ;(semi-colon). To change the date value, click the Calendar icon to the right of the Change date box. The Popup calendar remembers the last used date, so it's easier to insert the date the next time. Note: After you enter a date, the cell is automatically assigned the Number/Date format. If you delete the date value later, the cell will still keep the Date format, and the Pop-up Calendar icon will remain available for this blank cell. To remove an icon, change the format of the cell to General.Select a cell that you want to insert the current date. In the Date/Time group, click the TimeInsert Calendar button that will drop down. Or:right-click and selectTimeInert date. Or: use keyboard shortcuts - pressCtrl + ;(semi-colon). ClickTodayon at the bottom of the Done Calendar.You can use Popup Calendar to fill in dates throughout an entire range (limited to up to 4000 cells). Fills tables, rows, merged cells, non-adjacent cells, or any of the same custom range, as a single cell:Select a range. In the Date/Time group, click the TimeInsert Calendar button that will drop down. Or: right-click and selectInsert Date.Or:use a shortcut -- pressCtrl + ;(semi-colon). To change the date in a specific cell, click the Calendar icon to the right of the Change date box. Note: After you enter the date, the cells are automatically assigned the Number/Day format. If you delete the date values later, the cells will still keep their Date format, and the Pop-up Calendar icon will remain available for these blank cells. To remove the icon, change the format of the cell to General.With Popup Calendar, you can quickly fill in the range with consecutive dates (in a row date)install the XLTools tab button Check the Automatically increase date when I use the date selector tab for an OK range of cells. In the Date/Time group, click the DateInsert Date Picker button that appears. Or: right-click and selectInsert Date.Or:use a shortcut -- pressCtrl + ;(semi-colon). Select the start date to fill in the Done range, the entire range is automatically filled in consecutive date values with a 1-day insy. Select a cell. In the Date/Time group, click theDate &amp; Timebutton Calendar Popup with Clock that will appear next to the cells. Or: right-click andInsert Date &amp; Time.Or:use a shortcut -- pressCtrl + ;(semi-colon), then release the keys and pressCtrl + Shift + ;(semi-colon). To change the entry, click the icon to the right of the Change date and time box. Note: After you enter the date and time, the cell is automatically assigned the Number/Date format. If you delete the value later, the cell will still keep its Date format, and the Popup Calendar icon with Clock will remain available for this blank cell. To remove the icon, change the format of the cell to General.Use thePopup Clocktime picker to set and insert time into cells and ranges:Select a cell or a range. In the Date/Time group, click the TimeInsert Clock Pop-up button that appears next to the cell. Or:right-click andInsert Time.Or:use a shortcut -- pressCtrl + Shift + ;(semi-colon). Set a time using the scroll wheel or the Up/Down arrow Press Enter Done.You can change the default Popup Calendar date format.Click the RibbonSettingson XLTools Date/Time Tab. Check theUse the Date and Time format below as the default. Note: If you un-check this box, Pop-up Calendar will use the formatting specified in your system settings. Choose your preferred format, for example, the usual format in your country or language. Ordefine and set up your custom format. Click OK Done.You can see that some cells will not comply with calendar formatting settings. In this case, change the format of the cell.Select the Right-click cell and select Format cells. Open the Date Format number tab Select the required date format. Initially, Pop-up Calendar uses your system settings for the default date and time format. You can completely change your system settings. Note, this will affect all user accounts on your computer.Dashboard Clock, Language and Region.Format tabs Set date and time formats, first day of the week, Location tab Set your country location. The Admin tab Changes the locale of your computer system. For your convenience, the default shortcut for Popup Calendar isCtrl + ;(semi-colon) - the same combination used in Excel to insert the current date. You can change the Pop-up Calendar shortcut at any time:The XLTools Tab Settings tab Set shortcuts OTHER OK. Calendar icon appears to the right of the selected Excel cell, when the cell has a Date format. Clicking the icon opens the date picker. To make the Calendar icon available near custom columns, rows, or range:Select an empty cell or range. The Number of Ok Date Home tabs group. Or:use Popup Calendar to insert any date Press Delete. This removes the actual date values and does not assign date formatting to the selected cells. Make! Now if you select any cells in this range, the Calendar icon appears near the cell. Click the Date/Time tab ribbonSettingson XLTools. Click OK Done.Try theEmbedded Calendarfeature. You can embed Calendar in a workbook and it will be available to other users of the workbook. This guide guides how to insert a drop-down calendar in Excel (date picker) and link it to a specific cell. You'll also learn quickly to create printable calendars based on Excel calendar templates. When working with large or shared spreadsheets, maintaining data integrity is the biggest problem, especially when entering dates. Should they be entered as mm/dd/yy or dd/mm/yy or mm-dd-yyyy? And can I just type a date like September 5, 2016? Oh, and what was the first Monday in September this year? All of the above issues can easily be solved by inserting a drop-down calendar that will allow your users to fill in the day in one click! This guide will teach you an easy way to create such a calendar in Excel and show how to quickly create a template-based calendar. Inserting a calendar in Excel (Date Picker control) Insert a drop-down calendar in Excel is easy, but because the Date and Time Picker Control is hidden many users don't even know it exists. The following guidelines will walk you through the step-by-step process, but be sure to read the following important note first. Note. Microsoft Day Picker controls work with 32-bit versions of Excel 2016, Excel 2013, and Excel 2010, but it won't work on 64-bit Excel. To insert a calendar in Excel, do the following. 1. Displays the Developer tab on the Datepicker Control ribbon belonging to an ActiveX control group, located on the Developer tab. By default, the Developer tab is hidden in Excel, but you can force it to appear immediately. Right-click anywhere on the ribbon, and then click Customize Ribbon... On the right side of the window, select Main Tab (usually selected by default), check the Developer box, and click OK. 2. Insert a technically excel drop-down calendar control called Microsoft Date and Time Picker Control. To insert it in your worksheet, just do the following. Go to the Controls group &gt; Developer tab, click Insert, and then click the More Controls button under ActiveX Controls. In the More Controls dialog box window, look for Microsoft Date and Time Picker Control 6.0 (SP6), select it, and click OK. Finally, click a cell where you want to insert the calendar control. That's right! the drop-down calendar is in your Excel worksheet: As soon as the datepicker control is inserted, embed formulas appear in the formula bar. It notes to Excel the type of control embedded in the worksheet, and in any case, you should change or delete it, because this will result in an invalid Reference error. Inserting any ActiveX control (including DTPicker) automatically turns on Design Mode allows you to modify the look and properties of the newly added control. The most obvious changes you'll want to make most of the time are resizing your calendar control and linking it to a specific cell. To activate your Excel drop-down calendar, go to the Design tab &gt; Group controls and turn off Design Mode: And now you can click the drop-down arrow to display the calendar and select the desired date: Note. If the Microsoft Date Piker control isn't available in the More Controls list, most likely for the following reasons: You're using a 64-bit version of Office. Unfortunately, there is no official date picker control for 64-bit Office. The only solution is to use a third-party calendar for Excel. Calendar controls (mscomct2.ocx) are not available or registered on your computer. To fix this, please follow these instructions: How to register a calendar control. 3. Customize the calendar control After adding a calendar control to your Excel worksheet, the first thing you can do is move it to the desired location and make it fit a cell. To resize the datepicker control, turn on Design Mode and drag an angle of the control: Also, with Design Mode on, select your calendar control, and click Properties: In the Properties window, you can set the height, width, and change the desired font theme and size: To move the datepicker control, hover over it, and as soon as the cursor changes to the four-pointed arrow, drag the control to where you want it. Now that you've successfully added a drop-down schedule in Excel, you might also want to link it to a specific cell. It is absolutely necessary if you intend to use the selected dates in the recipe. Let's assume, you wrote a formula to count the number of orders between the specified dates. To prevent users from entering dates as incorrect as 30/2/2016, you inserted a drop-down schedule in 2 cells (A2 and B2 in this example). However, your exact COUNTIFS formula clearly returns 0, although you can clearly see a few orders within the specified time period! The reason is that Excel cannot recognize the value of a date picker control until you link it to a certain cell. To fix this, link your date picker controls to several cells this way: When Design Mode is turned on, select calendar controls. On the Developer tab, in the Controls group, click Properties. In the Properties window, find the LinkedCell property and type the cell reference next to it (A3 in this example): If Excel displays Can't set cell values to error, just click to ignore it. And now, as soon as you select a date in the drop-down calendar, that date immediately appears in a linked cell. As shown in the screenshot below, Excel has no problem understanding such dates, and our formula refers to linked cells (A3 and B3) that work perfectly: If you don't want to clutter your worksheet with additional dates, you can link your date picker controls to the cells where they reside (A2 and B2 in this example). In this case, the underling date will not be visible to the user, but you and Excel will know they are and your formula will work faultlessly again: In previous versions of Excel, picker control dates and times (mscomct2.ocx in Excel 2010 and 2013 and mscl.ocx in Excel 2007) are usually included in the default settings. Excel 2016 users will have to download and register this control manually. Here's how: 1. Check if mscomct2.ocx exists on your computer to get started, check to see if Microsoft Calendar Controls are available on your computer. To do this, click the Start button (Office button), type mscomct2.ocx (or mscl.ocx in Excel 2007 or later) in the Search box, and click Enter. If the mscomct2.ocx file is found, skip the next step and continue to step 3. 2. Download Microsoft Date and Time Picker controls If microsoft Date And Time Picker Control can't be found on your computer, you can download it using this link. Remember, this control only works for the 32-bit version of Excel 2019, 2016, Excel 2013, and Excel 2010. After the mscomct2.zip file is downloaded, extract mscomct2.ocx and copy it to one of the following folders depending on the Windows bit: On 32-bit Windows: C:\Windows\System32 On 64-bit Windows: C:\Windows\SysWoW64 Tip. A quick way to check operating system information is to open Windows Explorer, right-click Computer, and click Properties. You must have administrative permissions to copy files to the system folder. If you have administrative rights, but still receive the Denied Access Destination Folder dialog box, just click Continue. 3. Register the calendar control in your system Not only the calendar control (mscomct2.ocx) should exist on your computer, it should also be registered in the system. To do so, do the following: Click the Start button and type the command in the search box, but don't press the Enter key. Right-click Command Prompt at the top of the search results, and then click Run as Administrator. In the Administrator dialog box, type one of the following commands, and then press Enter. For Windows 32-bit: C:\Windows\System32\regsvr32.exe mscomct2.ocx For 64-bit Windows: C:\Windows\SysWoW64\regsvr32.exe mscomct2.ocx Note. By default, copy/paste shortcuts are disabled in the command prompt window. To paste the command, place the cursor where you want to insert the text, and then right-click the title bar of the mark command, point to Edit, and click Paste. Alternatively, you can copy/paste commands into any text such as Notepad, save the file using the .bat extension (for example.bat reg) anywhere on your computer, right-click the .bat file, and then click Run as Administrator. Either way, mscomct2.ocx should be successfully registered on your computer. After mscomct2.ocx is registered, restart your Excel, go to the Developer tab, click Insert &gt; More Controls, and Microsoft Date and Time Picker Controls will be there. Note. Although you can sign up for calendar controls for 64-bit Windows, it will only work for 32-bit Office. Even if you add a reference to mscomct2.ocx/mscl.ocx in Excel 64 bit, it will still return to the error Unable to load an object because it is not available on this computer. As mentioned, Microsoft Date and Time Picker controls only work in 32-bit versions of Excel. If moving from 64 bits to 32 bits is not your choice, third-party tools are the only working solution. Below you'll find a few calendars that work with both the 32-bit and 64-bit versions of Excel 2019, Excel 2016, Excel 2013, and lower. It will only be natural if we start with our own calendar :) Ablebits Date Picker for Excel Ultimate Suite users can find their Excel drop-down calendar on the Ablebits tab in the Days &amp; Hours group. Date Picker is turned off by default, to turn it on, just click this button: After the Date Picker is activated, a small calendar button appears on the worksheet as you type or select a date in a cell. If necessary, you can change the date format as usual, and the calendar will provide a date in your custom format - a nice feature that Microsoft's Date and Time Picker controls lack. Additionally, the calendar shows away from the selected date from today. In addition, it allows you to quickly get to today or switch between one-month and two-month views: Moreover, you can also count the dates right in the calendar! For this, select the destination date in your worksheet or in the calendar, and click the Date Computer button in the upper-right corner. Then click the desired unit on the upper pane and enter how many years, months, weeks, or days (or any combination of these units) you want to add to or subtract from the target date. Then, press the Enter key to insert the result in the currently selected cell, or press F6 to display the calculated date in the calendar (or click one of the buttons shown in the image below). For example, add 1 year and 60 days on April 1, 2018: If you don't have an Ultimate Suite in your Excel yet, you can download the trial version here, or you can use one of the free drop-down calendars listed below. Excel Date Picker Excel Date Picker from samradapps.com is a beautifully designed and easy-to-use calendar that supports all versions of Excel 2007 through 2016. It adds the Date Picker button to the ribbon and an item option to the right-click menu. And I confirm that it works without obstacles in Excel My 64 bits. Excel calendar pop-up This is another free pop-up calendar for 2003 to 2016. Although support for 64 bit Excel is claimed by the manufacturer, it throws sporadic errors in my 64-bit Excel 2013 and 2016. In all other respects, it's a handy little tool that displays calendars whenever necessary - for cells that contain certain date values, date formats, or labels. Pop-up calendars for Excel Online If you usually manage time tables, schedules, and to-do lists in Excel Online, you may find the following Calendar add-ins useful. XLTools.net - a calendar is inserted, the calendar below appears on a worksheet that lets you enter or change the date in one click. Modern Calendar &amp; Date Picker - pop-up calendars that work with desktop versions of Excel 2013 and 2016, Excel 2016 for Mac, and Excel Online. It covers dozens of themes to choose from and costs about \$1.50. Mini Calendar and Date Picker - another low-cost calendar for Excel Online, Excel 2013, Excel 2016, and Excel 2016 for Mac. It lets you switch calendar sizes, display weeks, switch between U.S. or ISO calendar systems, and choose different themes. How to make a calendar in Excel based on a template In addition to spreadsheets that can calculate almost everything, Microsoft Excel includes a handful of graphic options with drawing tools, clipart, charts, tables, etc. Using these features, you can easily create weekly or monthly calendars with your own photos and special occasions such as birthday or anniversary. Detailed instructions for creating a custom monthly Excel calendar can be found here. However, the quickest and easiest way to create a calendar in Excel is to choose a free Excel calendar template. For this, just &gt; go to the new file and enter the calendar in the search box. Excel searches through thousands of online templates and shows you a selection of daily, weekly, monthly, and annual calendar templates grouped into categories, as shown in the screenshot below: Select the calendar template you like best and click Create: That's it! The calendar template opens in a new spreadsheet, and you can print it out instantly or customize it to your own preferences. Generally, an Excel calendar template can be set to any year, some templates also allow setting a date to start the week. Tips. To make sure that your Excel calendar is always showing the current year, you can enter the following simple formula in the year cell: =YEAR(TODAY()) Yes, here's how you can insert a drop-down calendar and create a printable calendar in Excel. Hopefully you will find the information in this tutorial useful. Anyway, I thank you for reading and hope to see you on our blog next week! Week!

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