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## Word 2020 calendar monthly template

By Darrin Koltow Microsoft Word has several features that you can customize, including a tab that displays user-created templates. Adding tabs to your Word document template is a process that involves Windows Explorer and Word. No need to tweak the registry. The results of the operation aren't visible if you apply the quick method of creating a new document in Word -- pressing Control-N. This is visible after you click the New command on the File menu. Open Word and click the multi-purpose Microsoft Office button in the upper-left corner of the application window. Click the Word Options button that appears. Click the Advanced link in the left pane of the Word Options dialog box, and then scroll down to the General heading. Click the File location button, and then click the User templates row in the dialog box that appears. Click the Change button, and then right-click any free space in the pane on the right. You won't modify a link to the folder Word is looking for for a custom template, but create a sub-folder inside that folder. Select the New item from the pop-up menu, then click Folder. Type a name for the folder that corresponds to the template you want to keep in. For example, type my custom template, or My business letterhead. Double-click a new folder to open it. Note the full path name that appears in the address bar of the Change location dialog box. Alternatively, select and copy (by pressing Control-C) the name of this path. Press Cancel to close the dialog box, and then press the Close or Cancel button on the remaining open dialog box. Word needs this before it can display a new tab to represent a folder template. Open Windows Explorer, and then navigate to one of your existing Word templates. If you don't know where one of them is, find it by entering .dot in the Explorer search dialog box. Copy at least one existing template from step 8 into the folder name you recorded in step 6. Click, in Word, the New item of the Office button, and then click the Left pane My templates link. The dialog box that appears will display a new tab whose name matches the folder name you created in step 5. Dennis Reilly at CNET's Workers' Edge blog notes that when you have a lot of text, you want people to go through it, a two-column layout, with or without a header titled, making the reading run much smoother than with a blog that stretches across the page. She posts regular English instructions on how to create a doll template to post your text, and how to make it accessible for each report. Newb-ish? Sure. Useful for non-ninja level Word users? Sure. Create a two-column document template in Microsoft Word [Workers' Edge | CNET] Rawpixel.com/Shutterstock January new 1A future, full of profitable things and Think I'll by Dairy Queen for Blizzard, but was it too profitable earlier this year? It's hard to say. It's hard to say. These surprising words were added to this year's dictionary. January 2nd Had a nice breakfast with my girlfriend, Meredith. Risible, even. Later, I chatted with Jeff at the watercooler. It's nice to get back to work, although my vacation is also quite risible, which I guess I mean situations or things that have the quality to provoke laughter and/or entertainment. January 3rd Packed some pasta puttanesca for lunch today. I had a great presentation to make, which didn't go so great. It went downhill when I described our first quarter profit as having the consistency of puttanesca paste, and my boss kept asking me to clarify what I meant. I tried, but he just got angry, went red as you know. Are you using any of these unusual words in English? January 4th Today page is missing from my calendar! That's pretty annoying! Meredith said it was possible, because the box appeared to have been opened when I bought it. I didn't find it annoying at the time, but I guess I should have because now it's so annoying to have this happened! In the end, I just missed the words tomorrow. January 5th Another vexing days. January 6th Meredith asked if I would go to the new Jennifer Lawrence movie with her. I said I'm sure, but he should check the time, because I'm not a tranquilizer. Suddenly he asked me to sit down. He said I was acting weird and insisted that things had to change. Ok, so just tell me next time! I can't guess —I'm not a sweeper. Make sure you don't mis-pronounce these common words. The events of January 7th Today can be summed up in one word: esplanade. January 8th Meredith broke up with me. I can't really tell why. I said, Meredith, could you please move your things off the kitchen table? I can barely see the newspapers I read to see what's happening in the world today! The next thing I could look for, he lost it. January 9th was fired today. It happened in a really pusillanimous way. I was only working at my desk when my boss suddenly came and started asking if I was feeling okay. I mentioned my breakup recently but insisted it would be very pusillanimous to let it get me down. Next thing I know, all my possessions, including my calendar, are in the box, and I'm heading out the door. These 10 words are almost extinct. January 10th still hope, despite the recent dispeptic events. I use my extra time to speed up my pilgrimage through the calendar Now I can take a minute, an hour, or even yoktosakon to really screw that up. I've been a little itinerant lately, but I can guarantee that things will get rid of here. January 11th Lost my word-of-the-day calendar. Oh boy. This is annoying. Annoying. Annoying.