Create a timetable (MS Excel)

Everybody should make her/his class schedule.

Recommended settings: • Vertical axis – Time period • Horizontal axis – Weekdays • The classrooms should be presented by colors and with a legend download • Consist week parity

Detailed description, first look at Figure 12 below:

1. Open a Blank Workbook
2. Fill C2 cell with "Monday", F2 with "Tuesday" and so forth (2 empty cells) - finally O2 with "Friday"
3. Format the cells of column B to Time (1:30 PM, third option)
4. Type "8:15 AM" into B4 cell, "9:15 AM" to B5. Then Select both and copy the pattern with dragging down cross from the right-bottom corner
5. Drag it till 5:15 PM (B13)
6. Merge this cell pairs together: C2-D2, F2-G2, I2-J2, L2-M2, O2-P2 (Use Shift to select)
7. Select the columns from C to P and set their width to 10. Use Shift for selection, then right mouse button and Column Width.
8. Select E, H, K, N columns and set their width to 1. Use Ctrl for select separated columns.
9. Set the Row Height of row #3 to 5.
10. Write integer numbers from 1 to 7 in C15:C21 (means 15 to 21) cells and 8 to 14 in L15:L21, align them right. These will be the week identifiers.
11. Write "9/8/2014" into D15, and "9/15/2014" into D16, copy the pattern to D21 like in Step 4.
12. Write "9/12/2014" into F15, and "9/19/2014" into F16, copy the pattern to F21.
13. Create the dates in column M and O as well (8th week starts on 10th of October), you can use the Windows Calendar for help. The O15 starts with "10/31/2014". So you can see the last educational day will be on 12 of December.
14. Set the cell format of D15:F21 and M15:O21 partitions to Date (sixth option, 14-Mar)
15. Align the F15:F21 and O15:O21 column parts to Left
16. Fill the E15:E21 and N15:N21 parts with dashes (-), I recommend to do it with copying (Ctrl+c, Ctrl+v).
17. Set the Fill Color of every second week to Blue (D16:F16, D18:F18 ... M16:O16, M18:O18 ...), you can use the Format Painter for this subtask.
18. Paint the D3, G3, J3, M3, P3 cells to Blue (like in Step 17.)
19. Paint the E, H, K, N stripes (E2:E13...) to Gray.
20. Merge I15-J15, I16-J16, I17-J17 ... pairs. And type "Classrooms" to I15-J15 cell. Set a Bottom Border for this cell.
21. Write the most frequently used classroom to I16-J16, leave the background on White.

22. Enumerate the remaining classrooms (numbers) from I17-J17 till necessary.
23. Use the fades of Orange as Fill color for unique classrooms.
24. Select the partition C4:P13 and set the font type to Verdana, size to 8, open Cell Format and tick Wrap Text on Alignment Tab. Set alignment horizontally to Center, vertically to Middle.
25. Fill the table with appropriate information. Merge if necessary. Mark the classrooms only with ordered colors. Pay attention for week parity (odd/even). Decrease font size to 7, if necessary.
26. Set Outside borders for each class.
27. Merge the remained white fields on each days, and set them outside border.
28. Finally go to View ribbon and untick Gridlines.
29. Go to Page Layout ribbon and set Orientation to Landscape, Margins to Narrow
30. Select A column by click on its header and hide it (right mouse button option)
31. Save your work for coming semesters.
32. Go to File ribbon and save as PDF. Tick "Open file after publishing"

The result:
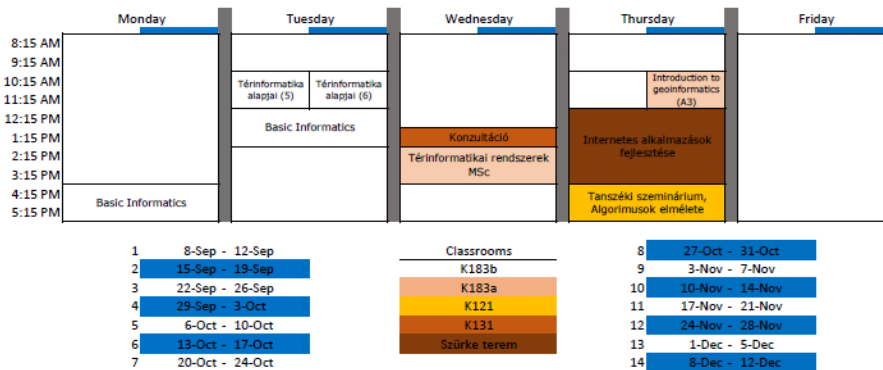
Course

Basic Informatics,
BME, Faculty of Civil Engineering

Class manager

Ervin WIRTH Dr.
https://epito.bme.hu/wirth-ervin
wirth.ervin@epito.bme.hu