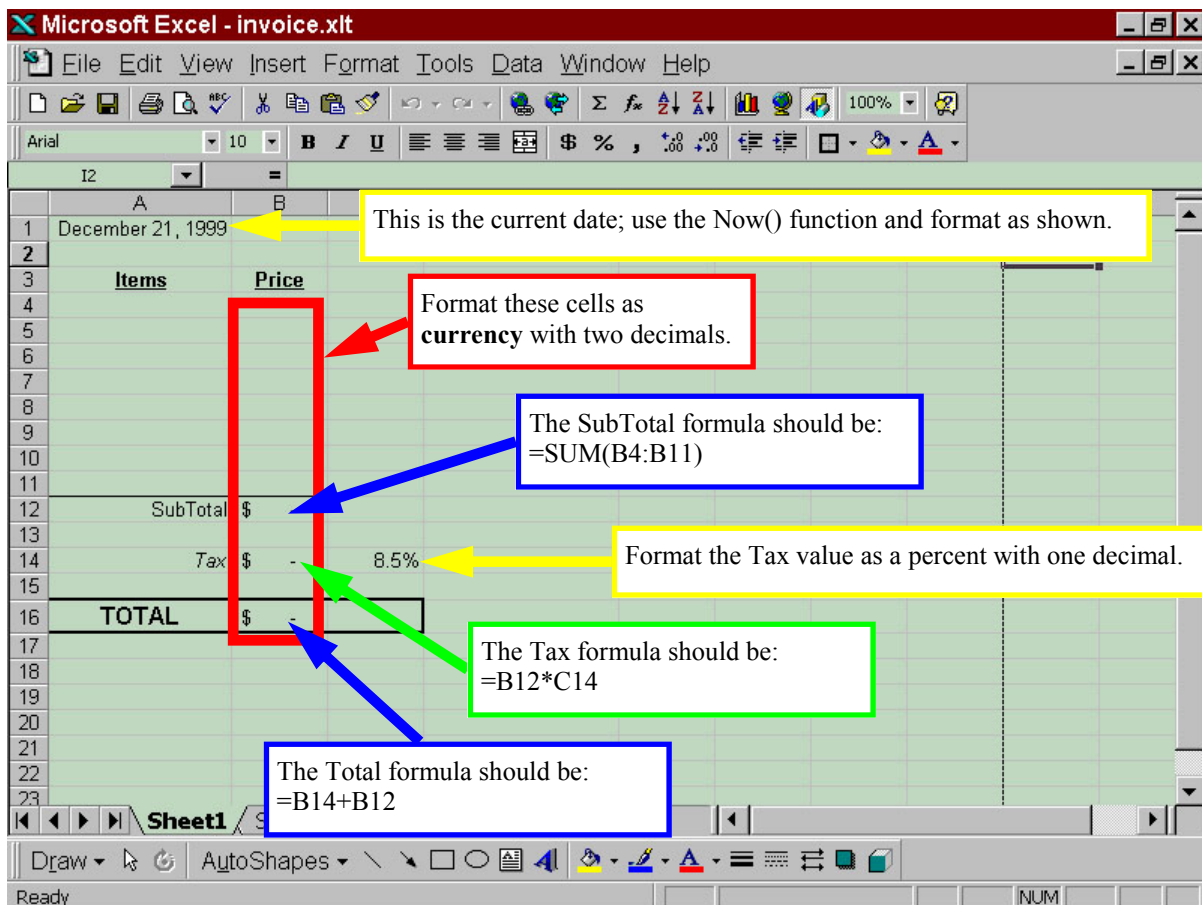


Microsoft Excel – Advanced Topics

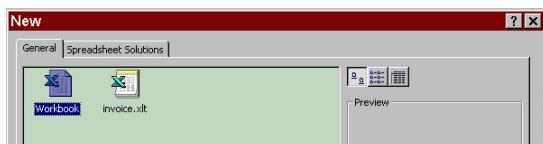
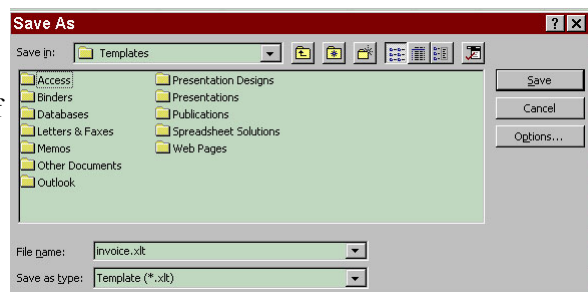
Templates – With Microsoft Excel, you can create a spreadsheet (or workbook) that can be used as a “form” to be used on periodic tasks. Take, for example, an Invoice. Create the spreadsheet below – don’t put any numbers into the sheet other than tax value.



NOTE: Don't forget the header – it should say "INVOICE" and be in a large, bold font.

When you're done creating the sheet, you're ready to save it.

1. On the **File** menu, click **Save As**. Unlike Save, Save As allows you to “translate” your spreadsheet (or workbook) into different formats (most to be read by other programs – such as Lotus 1-2-3).
2. The Save As window at the right should appear.
3. In the *Save as type* field, near the bottom, select “template.” The folder in the *Save in* field should change to the Templates folder (which is a sub-folder of the Microsoft Office folder – usually found in the Program Files folder).
4. Enter a *File name* (such as “invoice”), and click the save button.
5. Finally, close your template with **File** ➔ **Close**.



Now, when you need to use the template, you must open a new workbook with the **File** ➔ **Open** menu command, and choose the invoice template from the **New** dialog window.