## **Designing Spaces: Using Templates**

## Selecting/Obtaining a Template

A template is a **form** or **pattern** used as a guide for making something.

In MS Excel, it is a pattern that defines the layout, fonts, page layouts and other items in a spreadsheet.

Select the File Tab.

Select New.

The **Available Templates** window opens.

# You have the option of selecting:

- Blank workbook,
- Recent Templates,
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Click Create.

Once selected: a Preview of the template is displayed.

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## Edit the text in the template

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Key in **TDY**.

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Click in the cell, key in **555889**.

Click in the cell, key in **Your Name**.

In the Pay Period From: section

click the blank box.

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## Module 6, Lesson 1 (SPSA) Using Templates

## Remove Unneeded Cells

Select the three cells used for **Phone**.

Right-click the cells.



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Click Table Columns.

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Pet-sitting invoice1 [Compatibility Mode] - Microsoft Excel

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Click in cell A1 and change the text to: Sit4U.

Click in cell A2 and change the text to: 444 Neverland Road.

## Click in cell A3 and change the text to: Seattle, WA 98117.

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Click in cell **A4** and change the text to: **206-555-1111**.

# Click in cell **B7** and enter the text to: **Janice Brown**.

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Click in cell **B8** and enter the text: Toothless.

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Pet-sitting invoice1 [Compatibility Mode] - Microsoft Excel

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## Click in cell **F7** and enter the text: June 10.



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June 10.

## Module 6, Lesson 1 (SPSA) Using Templates

Click in cell **F8** and enter the text: June 12.

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Click in cell **B13** and enter the text: June 11.

Click in cell **B15** and enter the text: **June 12**.

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Pet-sitting invoice1 [Compatibility Mode] - Microsoft Excel

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Pet-sitting invoice1 [Compatibility Mode] - Microsoft Excel

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## MS Office 2010

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## Module 6, Lesson 1 (SPSA) Using Templates

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Click in cell G19 and enter the text: 10.





# Click in cell **A24** and change the text **[Company Name]** to: **Sit4U.**

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## Module 6, Lesson 1 (SPSA) Using Templates

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Versions





# Creating a New Template from an existing one:

You will create a standard MS Excel template for the company based on the one you used earlier. **Make the following changes** to the template and then save the worksheet as a template.

With the **Pet-sitting invoice** open, edit the template:

Clear the contents of cell **B7**.

Clear the contents of cell **B8**.

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Clear the contents (not the formulas) of cell range B11:E16.

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Select the Excel Template item.

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Page 37 of 41

## Module 6, Lesson 1 (SPSA) Using Templates

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## MS Office 2010

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All Done!