

# MS Excel - Lesson 7: Sample Excel file - How to create and use

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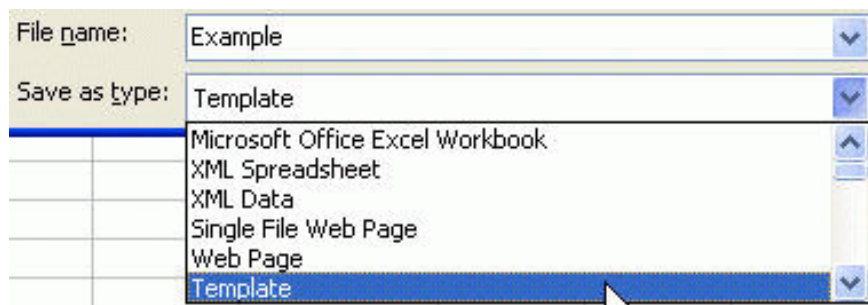
You can create templates for workbooks and worksheets. The default form for workbooks is *Book.xlt* . The default form for the worksheet is *Sheet.xlt*

Create templates with the following sections:

1. Text and graphics
2. Layout and format types
3. Headers and Footers
4. The formulars
5. Macro

## Create a template

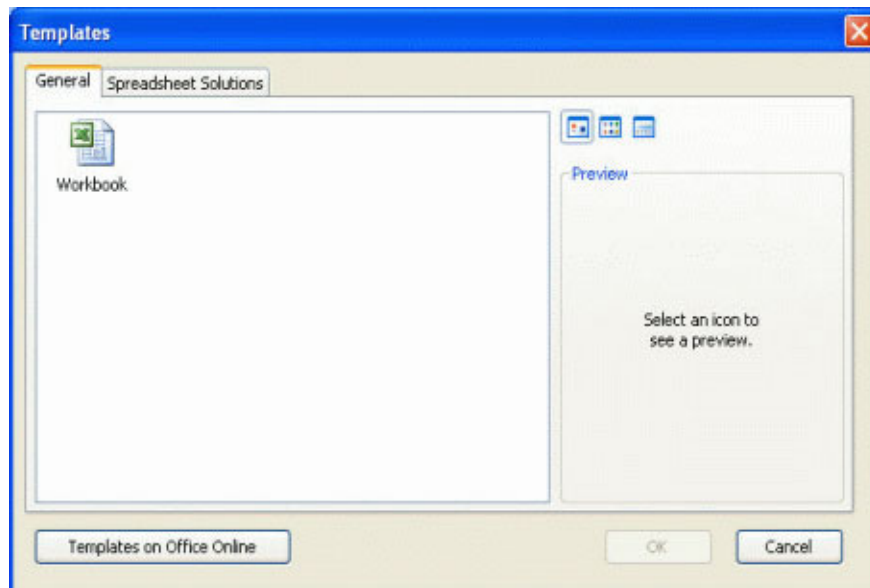
- Create a workbook of all layouts and format the elements you want to save as a template
- From the **File** menu, click **Save As** .
- Name the template in the **File name section**
- From **Save as type:** click on the drop down arrow list, select **Template** .



- Select **Save** . Extension extension .XLT is added to the file name and template saved in the *Templates* folder

## Use the template

- From the **File** menu, click **New** to display the **New Workbook** section
- From **New Workbook** , click on the **On my computer** link . to display the **Template** dialog box



- Select the **General** or **Spreadsheet Solutions** tab to locate the template you want. With the default template, select the **General** tab and select the **Workbook** icon

Note : In the Spreadsheet Solutions tab, you can see 5 templates available. You can use Microsoft Office discs to install features and use them.

- Click **OK** to open a template

Note : Excel 2003 allows you to access additional templates on the Microsoft Office website. Just click on the **Templates on Office Online** link in the New Workbook pane, so you can search for the templates you need.

## What is the difference between Excel template and Excel style?

**Style** is a collection of cell information formats such as font size (font size), patterns (styles), alignment (alignment), . you can define and save as a group

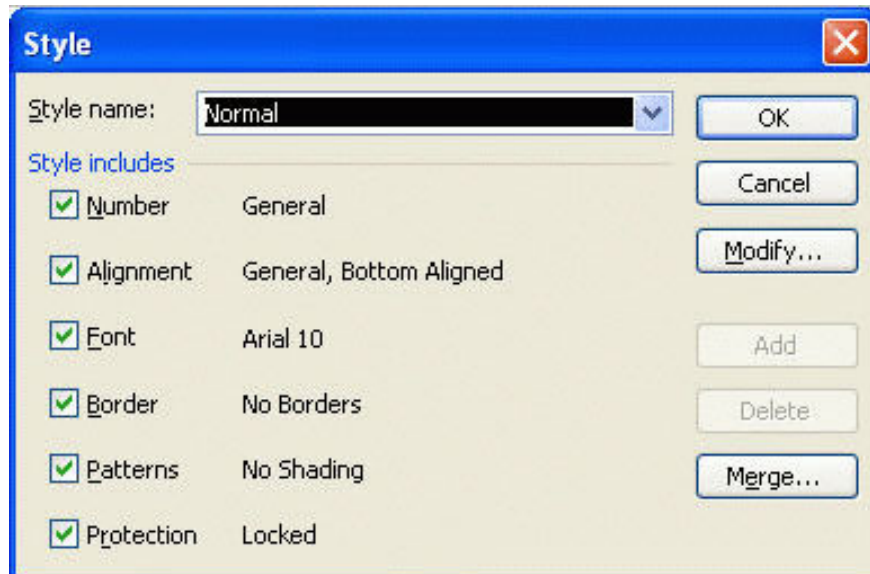
If formatting information using style, it can easily update sheet form by changing styles.

Excel has a number of unspecified styles, all cells have Normal type. It can copy styles from one Workbook to another.

## Create a style

- Select a format box with attributes

- From the **Format** menu, click **Style** .



- Style dialog box appears, type the type name into **Style name** or click on the drop-down arrow and select
- Select **Modify** button to change properties. The *Format Cells* dialog box is displayed
- Click the **Number** , **Alignment** , **Font** , **Border** , **Patterns** , **Protection** tabs and make changes. Click **OK** to return to the Style dialog box
- Click **OK**

### Apply a style

- Select the area you want to format
- From the **Format** menu, click **Style** .
- Select style from **Style name**
- Click **OK** .

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