



Module 33: Use Templates

33.1 Use Templates

You can use predetermined templates to build your data rather than starting from a blank worksheet.

When you open Excel, the first screen that shows up will have a blank workbook first, followed by a series of templates.

Then, you will have a series of options by popularity, or you can search for a specific format in the search box at the top of the window.

Common templates include: personal and business budget, cash flow, calendars, to-do list, travel expenses, loan comparison calculators, schedules, invoices, inventories and more.

33.2 Video Instruction

Use Templates in Excel - 1m 42s

33.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise using Templates using the video above as a reference.

[Download Worksheet](#)

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