

Creating Excel Templates

Setting model elements for workbooks repeatedly can be a tedious task. Through the use of **Excel Templates**, you can conveniently use a spreadsheet file with predefined data and formats without repeatedly setting the elements for the different workbooks.

[Click here](#) to know how to create and to access Excel Templates.

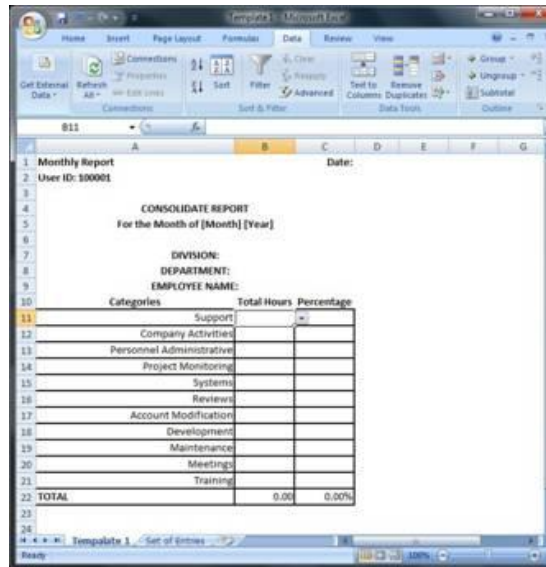


Prepared by Information Security and IT Governance Division of ICT.
[Productivl.T.y](#) showcases tips & tricks on various office and branch applications.

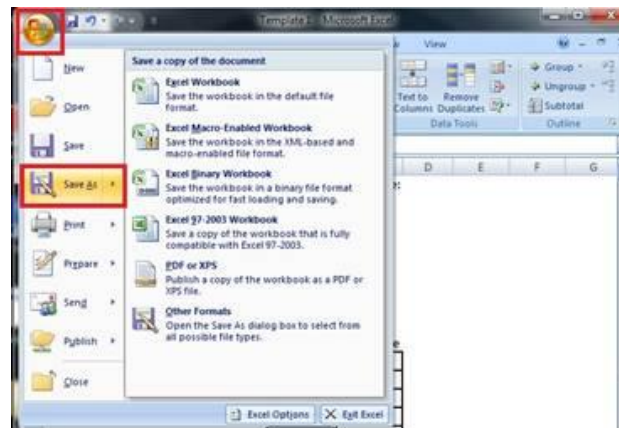
Creating Excel Templates

A. Creating Excel Templates

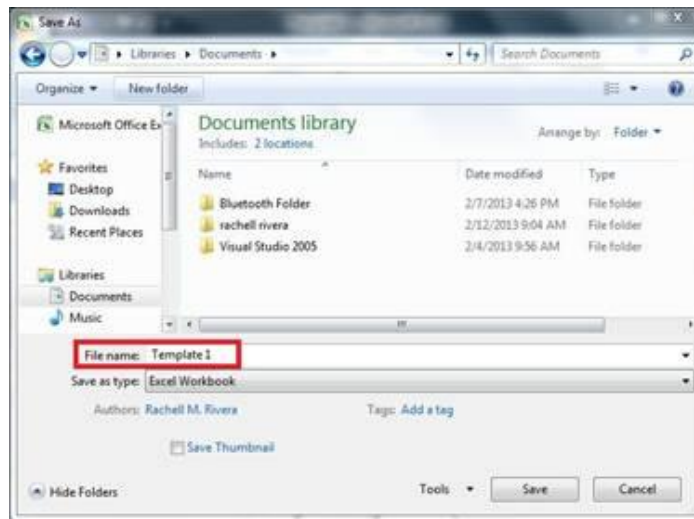
1. Create an Excel workbook that contains all of the elements needed for the template file.



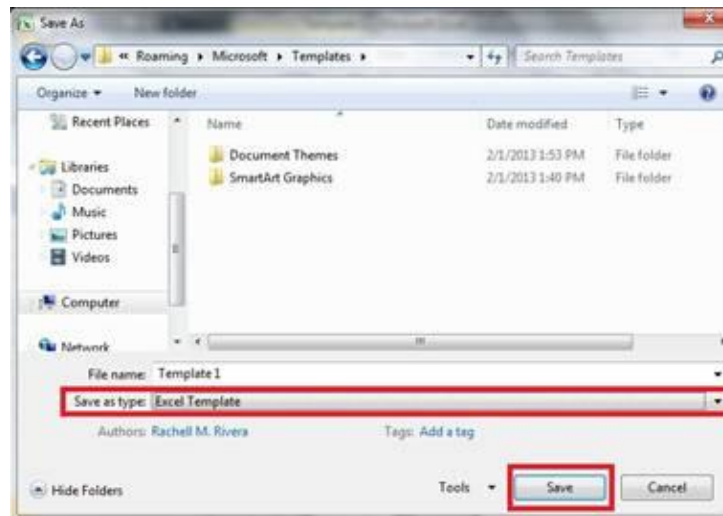
2. Click the *Office* button and select *Save As*.



3. Type the name for the template in the file name field.

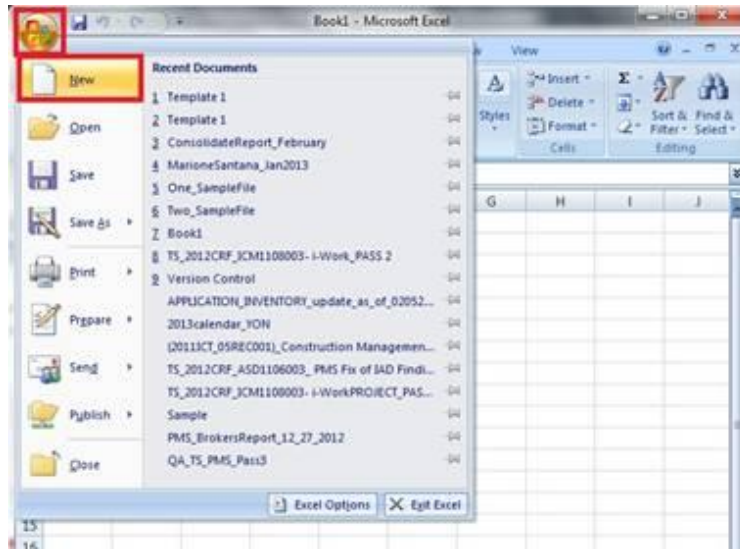


4. In the *Save as Type* drop-down list, select Excel Template (*.xltx). Then, click the *Save* button.

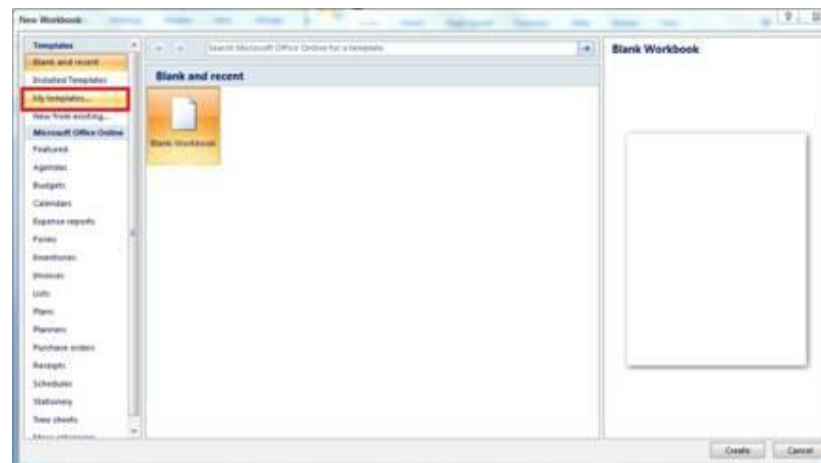


B. Accessing Excel Templates

1. Click on the *Office* button to open the drop down menu. Click the *New* option to open the New Workbook dialog box



2. Click the *My templates* option in the left hand pane to open the templates dialog box.



3. Select the template and click the *Ok* button to open the template.

