

Excel Templates

HOW TO CREATE YOUR OWN:

1. Open a blank spreadsheet and type the information in that you want to use over and over again.
2. **File, Save As** or **Office button, Save As** (depends on your version)
3. Change "Save as type" to **Excel Template**
4. Depending on your version of Excel, the system may have automatically changed to the hidden Excel Templates folder. You may leave your spreadsheet there if you are going to be the only one to use it, otherwise change the file location to a shared drive for others to be able to use.
5. Name your template
6. **Save**

HOW TO USE:

If you saved to the default Excel Template location:

1. Open Excel
2. **File, New**
3. Depending on your version, you may see:
 - a. My Templates, Recent Templates, Sample Templates
 - b. A listing of the templates available on your computer, Online Templates
4. Select the template you want to use, **OK**
5. Note that the new spreadsheet it created defaults to an Excel Spreadsheet and not a Template. Any changes made to this document will not affect your template.

If you saved to another folder:

1. Browse to the folder, find the file and double click it
2. This will open the template and default to a new Excel Spreadsheet without affecting your original template.

HOW TO MAKE CHANGES TO YOUR TEMPLATE:

If you want to make changes to be used in the future, you must actually open the template. You must browse to the template, right click and select **Open** to actually open the original template to make modifications. Remember to **SAVE** your template.

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