

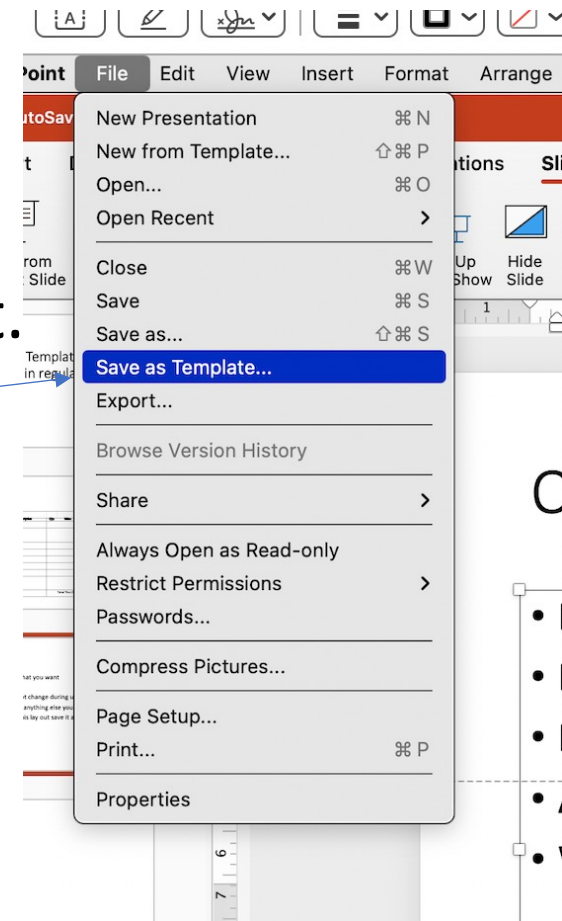
Making a Template for
documents in regularly use

Spreadsheets

Expense Reclaim Form					
Item	Date	Description	Qty	Value	Total
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
			Total This Claim		\$0.00

Open Excel

- Design the basic form to do what you want
- Draw the outline
- Fill in the headings that will not change during use
- Add any diagrams, pictures or anything else you may want.
- When you are satisfied with this lay out save it as a TEMPLATE
- Templates are saved in a folder that you can find in Finder or in File Manager on a PC



- When you use the document in the template form any formulas you have embed will work.
- Once your document is ready, save it as a document NOT a template otherwise you will find yourself back to No.1!!

Word Documents

- You probably could use a home letter with your address, phone number and date regularly.
- If you are old school the home address is in the top right corner with phone number below.
- If you use a template you can put this information in a header and each time you open it the information will be there.
- The trick is to save your document, when you have finished it, as DOCUMENT – it will have a .docx suffix.

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