

# Microsoft Excel - Templates



## Templates

Excel workbooks are products of templates; all the default document settings in a workbook are defined in the "Book" template.

Templates generate clones of themselves; "Book1" is the first instance of the "Book" template in this session.

Instead of starting a new workbook document with the standard Book template and then changing all the formats etc. to suit your own personal preferences, create a workbook template where the settings have already been done.

You can create as many workbook templates as you need all designed for specific tasks and purposes or replace the standard templates with your own default workbook or worksheet templates.

Settings saved in a template

Cell and Worksheet formats.

Page Setup and Print Area settings for each sheet.

Cell Styles.

The number and type of sheets in a workbook.

Protected and Hidden areas of the workbook.

Text, data, graphics, and formulas.

Data Validation settings.

Workbook Calculation options and Window View options.

## Default Templates

The default workbook template has to be saved as ".xltx". A template can be stored in any location.

If the template is stored in the Microsoft template folder, those templates store in this folder will appear as options when you choose the New command on the Office menu, and then click My Templates.

## Creating a Template

1. **Enter** all the necessary information in a new workbook.
2. Click the **Office** button → **Save As** → **Other Formats**.

3. Click **Save as type** → Select the template format.

**Excel Template** – template for Excel 2007

**Excel 97 – 2003** – template for Excel 97 – 2003

**Excel Macro-Enabled Template** – template for 2007 with macros.

Microsoft office templates are normally stored in the following locations.

#### **Windows XP**

C:\Documents and settings\your name\Application data\Microsoft\Templates.

#### **Windows Vista**

C:\Users\your name\AppData\Roaming\Microsoft\Templates.

### **Opening a Template.**

1. Click the **Office** button → **Open**.
2. Click the **Files of type** list arrow → **Templates**
3. Locate the folder where you have stored the template you wish to use.
4. Click **Open**.