

Microsoft Excel - Creating a New Document



Creating a New Document

When creating a new document it is possible to create either

A document from a template, where the spreadsheet has been pre-formatted and may also include formulas.

A blank document, this contains empty cells for you to enter your data.

Creating a Blank Document

1. Select the Office Button



2. Select the template category 'Blank and recent'

Two the right either

Double click on the Blank Workbook option.

or

Click on the Create button that is located at the bottom right of the 'New Workbook' dialog box'

