

# Microsoft Excel Creating a new Document using the Excel Templates



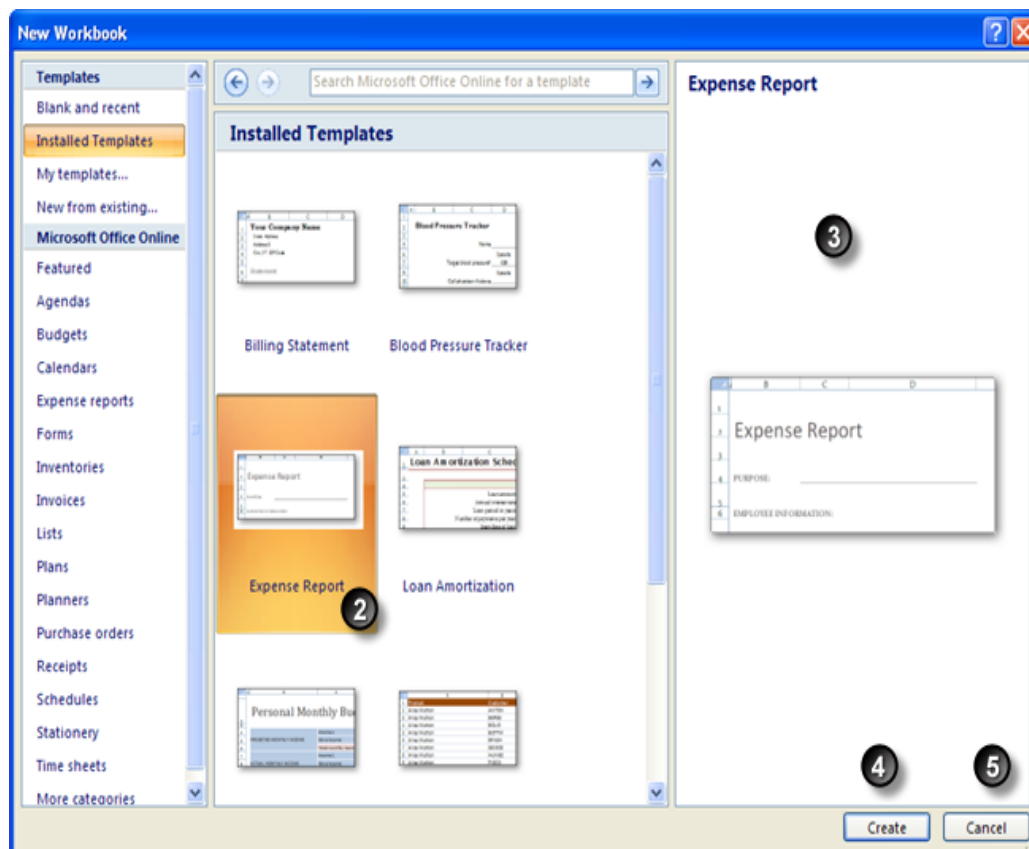
## Creating a new Document using the Excel Templates

1. Select the Office Button



2. Select the template category 'Installed Templates'

In this example we have selected the template 'Expense Report'



3. On the right hand side of the dialog box we can preview what the document may look like before we commit the selection.

4. Either double click on the template or click on the create button to select the template

5. Press the cancel button to cancel the process





# Charis Alexandra Training Ltd

Preview of the 'Expense Report' template

Expense Report

Company Name \_\_\_\_\_

PURPOSE:  STATEMENT NUMBER: \_\_\_\_\_ PAY PERIOD: From  To

EMPLOYEE INFORMATION:

Name \_\_\_\_\_ Position \_\_\_\_\_ SSN \_\_\_\_\_  
Department \_\_\_\_\_ Manager \_\_\_\_\_ Employee ID \_\_\_\_\_

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc	Total
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal										\$ -
Cash Advances										\$ -
Total										\$ -

APPROVED: \_\_\_\_\_ NOTES: \_\_\_\_\_

*For Office Use Only*

You can choose templates that are installed when the software pack is installed.

It is also possible to download additional templates from Microsoft Online Web site, an online content library