

Make a Template Spreadsheet

Making a template spreadsheet is extremely simple. Start by making a spreadsheet with all the formulas and labels you'll need but without data. More likely you have a spreadsheet you've built up over time, but now you've gotten tired of erasing special case data when you want to start fresh. After erasing special case data to start fresh you have a great candidate for a template. Just select File, Save As, and change the file type to template. The extension will change to .xlt and the location for storing the template will automatically change to the subdirectory where Excel looks for templates. Provide a name and save the file and you have a new template. (Note that this Save As template process is a quick way to find out where Excel looks for templates.)

To use this new template choose File, New, Templates on my computer, and select the name you chose for the template. Excel will create a new spreadsheet and give it a default name. The first save will be like a Save As command. There is no risk of accidentally replacing the template with the modified file.