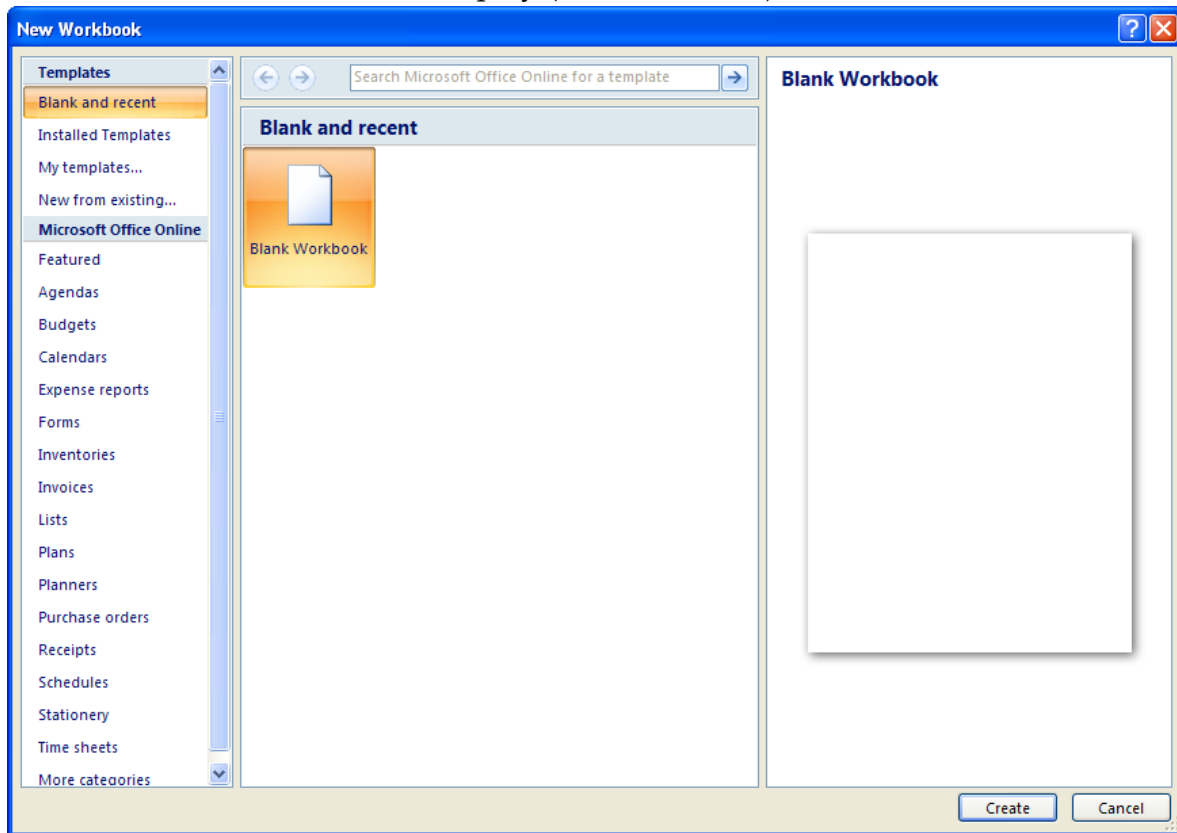


CREATING A WORKBOOK

When Excel is first opened, a new workbook will appear in the window. If a new workbook needs to be created during a particular working session, the steps below can be followed.

Create Blank Workbook

- ✦ Click the **Office Button** (see illustration at right).
- ✦ Click the **New** button.
- ✦ The **New Workbook** window will display (see illustration).

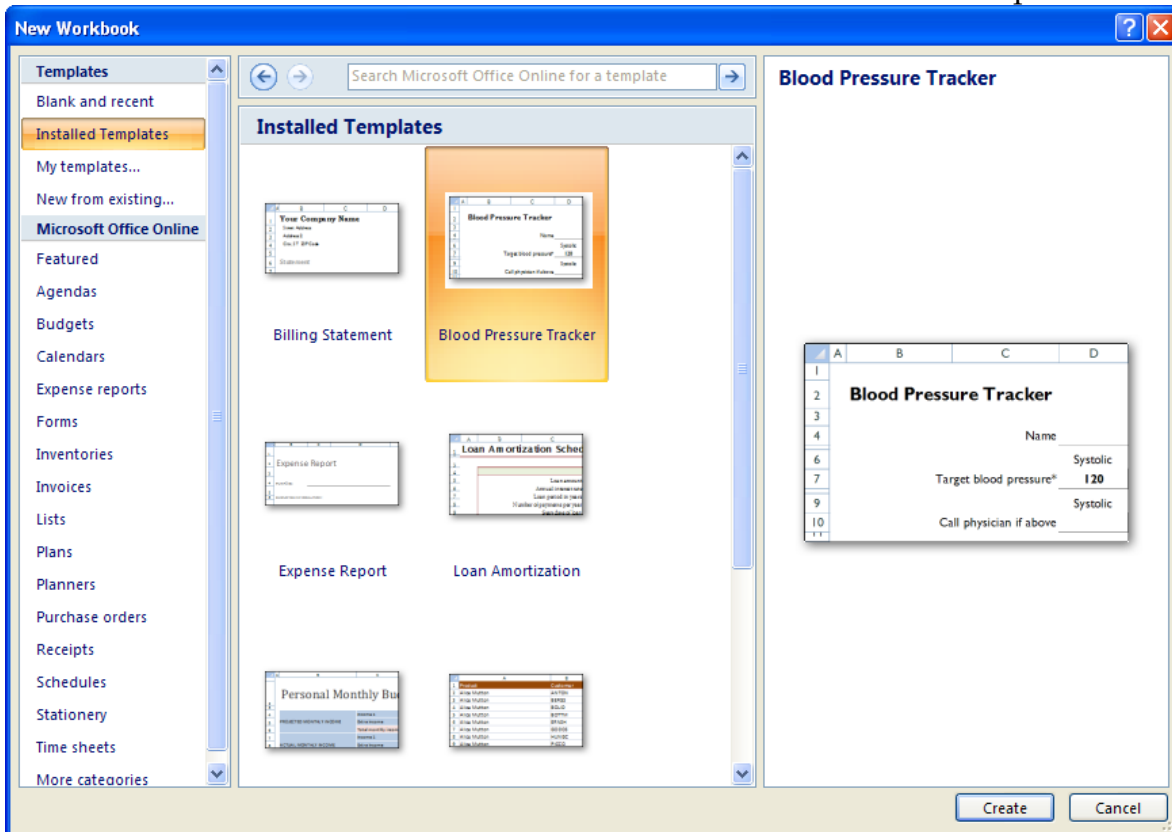


- ✦ The **Blank and Recent** option should be selected in the left frame.
- ✦ In the middle frame, **Blank Workbook** should be highlighted.
- ✦ Click the **Create** button to create a new workbook.

Create Workbook From Templates

- ✦ Click the **Office Button**.
- ✦ Click the **New** button.
- ✦ Click one of the **Template** options. These are:
 - ✦ **Installed Templates** – These templates are ones that were installed when Excel 2007 was installed.
 - ✦ **My Templates** – If you have created templates for use in Excel, they will be included in this list.
 - ✦ **New From Existing** – When this option is chosen, a new template will be created from an existing workbook that you have created.
 - ✦ **Microsoft Office Online** – This online service provides a wide range of templates that can be used to create workbooks. The categories of available templates are listed below this option.

- ✦ Once a template category has been selected, a subgroup of templates will appear in the middle frame (see illustration below).
- ✦ Click on the template and a preview of the template will appear in the right frame.
- ✦ Click the **Create** button to create a new workbook based on the selected template.



- ✦ Once the workbook appears in the window, fill in the information for your company.