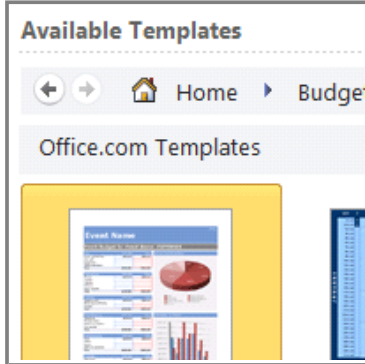




## Introduction



In Excel 2010, you have many templates that can save you a lot of time. A template is a pre-designed spreadsheet that you can use to create new spreadsheets with the **same formatting** and **predefined formulas**. With templates, you don't need to know how to do the math, or even how to write formulas - these are already integrated into the spreadsheet.

In this lesson, you will learn how to create a new workbook with a **template**, as well as basic information about how templates work in Excel 2010.

## Using Templates

Excel allows you to create new workbooks using **templates**, or a **predefined pattern**. Several templates are preloaded in Excel and others are located on Microsoft Office Online.

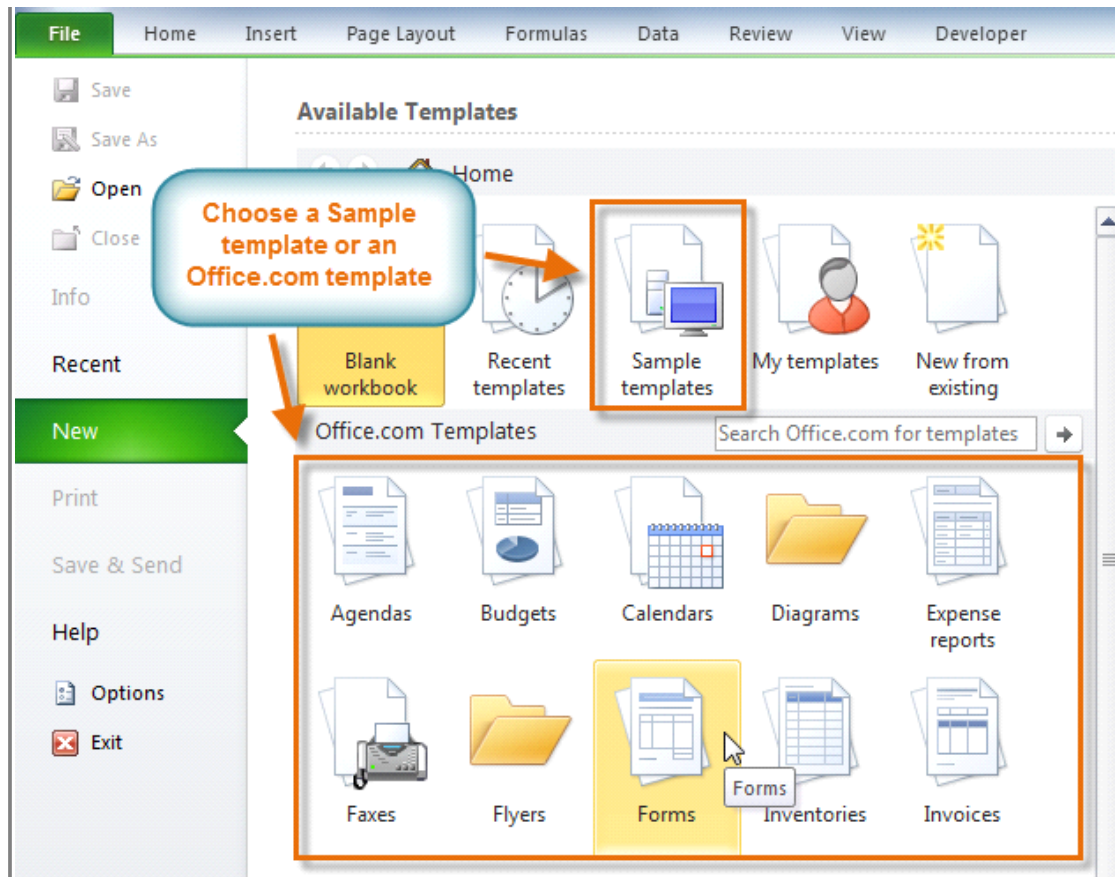
▶▶▶ Watch the video to learn about using templates in Excel 2010.



Watch the video (1:56). [Need help?](#)

### To Create a New Workbook Using a Template:

1. Click the **File** tab to go to **Backstage view**.
2. Select **New**. The **Available Templates** pane appears.
3. Click **Sample templates** to choose a built-in template, or select an **Office.com template** category to download a template. In this example, we will download a template from Office.com.



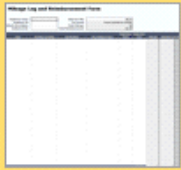
*Available Templates pane*

4. Thumbnail images of the templates you have to choose from appear in the center. A larger preview appears on the right.
5. Select the desired template, then click **Download** to open it. (If using a Sample template, Download will be replaced by **Create**.)


**Available Templates**

Home > Forms > Business


Office.com Templates




Mileage log with reimbursement form



Petty cash request



Travel advance request



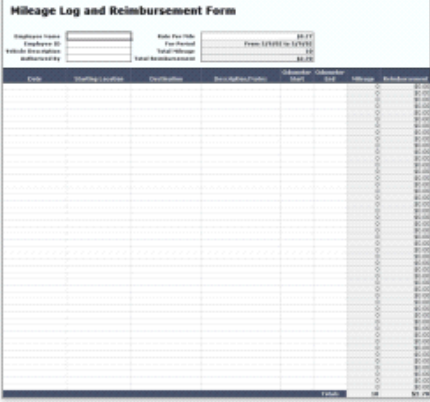
DEPOSIT RECORD


**Mileage log with reimbursement form**

Provided by: [Microsoft Corporation](#)

Download size: 10KB

Rating: ★★★★★ (1958 Votes)





  
Download

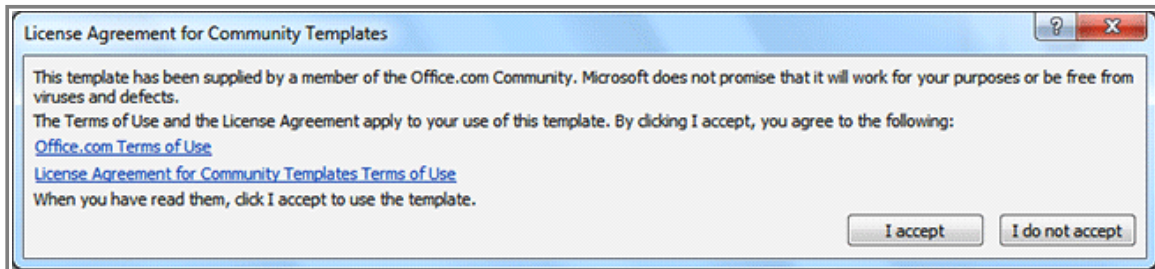
*Opening a template*

6. A new workbook will appear using the template you chose.

	Date	Starting Location	Destination	Description/Notes	Odometer
1	<h2>Mileage Log and Reimbursement Form</h2>				
2					
3	<b>Employee Name</b>	<input type="text"/>	<b>Rate Per Mile</b>	<input type="text"/>	
4	<b>Employee ID</b>	<input type="text"/>	<b>For Period</b>	From 5/9/02 to 5	
5	<b>Vehicle Description</b>	<input type="text"/>	<b>Total Mileage</b>	<input type="text"/>	
6	<b>Authorized By</b>	<input type="text"/>	<b>Total Reimbursement</b>	<input type="text"/>	
7					
8					
9	5/9/2002	Home Office	Northwind Traders	Client Meeting	
10	5/9/2002	Northwind Traders	Home Office	Client Meeting	
11					
12					
13					
14					
15					
16					

*New workbook utilizing a template*

 Use caution when downloading **Office.com templates**. Some of them are uploaded by people not affiliated with Microsoft, and Microsoft cannot guarantee that those templates are free from viruses or defects. For those templates, you'll see a **warning message** before downloading them.



*Warning message for a non-Microsoft template*

## Challenge!



1. Browse the Sample templates on your computer.
2. Browse several different template categories from Office.com.
3. Create a new workbook using a template.
4. Enter your data into the template.
5. Save and close the workbook.