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# Creating and Using Excel Templates

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Microsoft Excel E201  
90 Minutes

## Course Content

This 90-minute class focuses on creating and using templates in Excel. Templates are created for worksheets that are used repeatedly. By saving a workbook as a template, users open an exact copy of the spreadsheet without affecting the original copy. Participants will create, protect, save, and test their created templates.

By the end of this class attendees will have the understanding of how to create, protect, and save an Excel template.

### Lessons include the following:

- Explore Excel's templates interface
- Create a mileage form template for your staff to use
- Use range names in a spreadsheet
- Enter formulas in a worksheet
- Protect a specific range of cells
- Save a template
- Open and use a template
- Optional lesson-Explore Excel's online templates