We all have workbooks that we use over and over again. But using an old workbook and typing new data into it can be confusing and time consuming. You can save time and preserve all your data by turning your customized workbook into a template.

- To begin, open your fully-formatted workbook that has no data added. Next, follow these steps:

  If you are using Excel 2007

  Click on the office button to open the drop down menu.
- Choose the **Save As** option.
- Choose the **Other formats** option.
- Choose the **Save As** option to open the *Save As* dialog box.
- Click on the **Save as type** option to open the drop down list.
- Scroll through the list to find your preferred Excel template option

Your template will be stored in the My Templates library. To open it:

- Click on the office button to open the drop down menu.
- Choose the **New** option.
- In the **New Workbook** screen, select **My Templates**.
- Select the correct template icon and click "**OK**."

If you are using Excel 2010:

- Click on the file tab
- Choose the **Save As** option to open the *Save As* dialog box.
- Click on the **Save as type** option to open the drop down list.
- Scroll through the list to find your preferred Excel template option

Your template will be stored in the My Templates library. To open it:

- Click on the file tab.
- Choose the **New** option.
- In the Available Templates Section select **My Templates**.
- Select the correct template icon and click "**OK**."