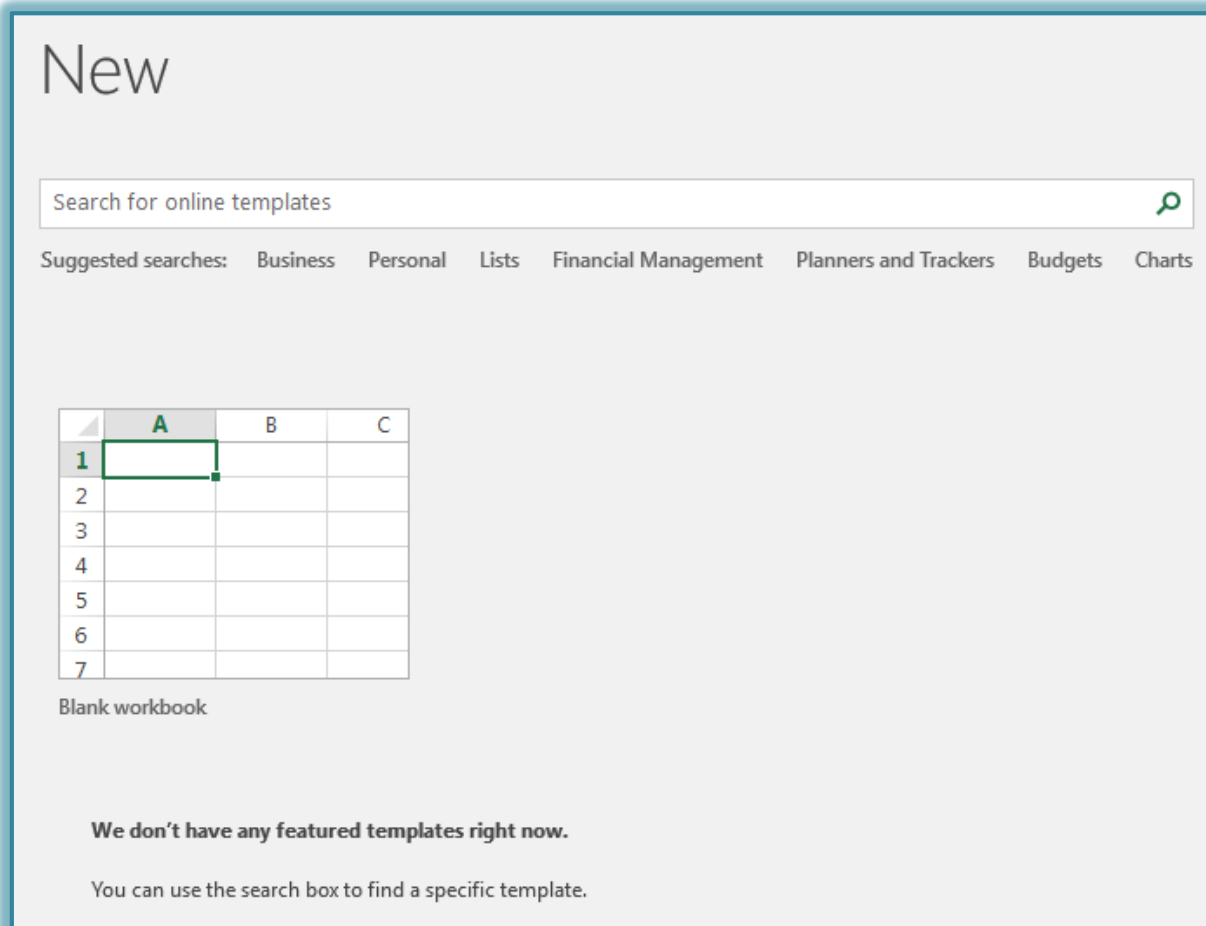


CREATE WORKBOOK

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 **File Tab** to open **Backstage View**.
- † Click the **New** button.
- † The **New** window will display.



- † Click the **Blank Workbook** to create a new workbook.
- † A **Blank Template** will appear in the **Excel Window**.

CREATE WORKBOOK FROM TEMPLATES

- † Click the **File Tab**.
- † Click the **New** button.
- † The **New** window will display.
- † Do one of the following:
 - ✦ Click one of the **Templates** in the gallery that appears.
 - ✦ Click any of the **Suggested Searches** links to display a list of templates matching the search term.
 - ✦ Input a **Search Term** into the **Search for Online Templates** search box.
- † Complete the steps for each of the **Templates** to complete the process.
- † The selected **Template** will appear in the **Excel Window**.