

RHP Computer Applications Class

12-3 Designing a Template in Excel

Name _____



A little bit of creativity mixed with Excel can yield some good results when it comes to spreadsheet design. In today's exercise (which will cover two days), you will design a document called a template.

A template is a document that does not change over time. Once designed, it can be opened, information can be entered into it – but when you save your changes, Excel will force you to save the file under a different name, leaving the original file intact. Why would you want to do this?



In Excel on my computer, if I pull down the **File** menu and choose **New**. A window like the one on the left appears. Notice the file **gradebook.xlt**. The extension xlt stands for a template. When I choose this file, it will open up a blank gradebook where I can enter the names of my

students and grades. When I go to save this file, Excel forces me to name it something else, keeping the original file intact as a blank grade book. Next trimester, when I get a new class, I'll open up this template and it will be ready for me to enter a new class and their grades.

In summary, a template is a file that you put a lot of work into, will be using over and over, and you don't want someone messing it up!

In this two day assignment, you will design a baseball/softball scoresheet that looks like the one on the following page. This will take a great deal of time and effort to make it look just right. See my comments on page three of this assignment for helpful tips. Save this file as a template by pulling down the **File** menu and choosing **Save as....**

Next, under the **Save as type** window, choose **Template (*.xlt)**.

Give it a name and save it. You can continue to edit your template until you close it.

Here's the tricky part: in order to edit your template again, the easiest way is to pull down the **File** menu, choose **New**, and



then choose your template. Then immediately, use the **Save as...** option to save the newly opened document as a template again. Then you can continue to edit the template. Remember to look at the hints on page three! Good luck!

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA		
1	Card AA's			Pitchers			Innings			Runs/Earned (X=Unearned)		Hits Allowed		Walks		Strike Outs										WP	ERA		
2							123456789			1234567891011		12345678910		1234567		12345678910111213141516												12345	#DIV/0!
3	Opponent						120456789			1204567891011		12345678910		1234567		12045678910111213141516												12345	#DIV/0!
4							123456789			1234567891011		12345678910		1234567		12345678910111213141516												12345	#DIV/0!
5	Date						123456789			1234567891011		12345678910		1234567		12345678910111213141516												12345	#DIV/0!
6	1	2	3	4	5	6	7	8	9	Gms	Pos	Batters	Run	Sac	BB	K	Hits	AB	Base	2	3	H	RBI	PO	Ast	Err	Fave		
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21																													
22																													
23										Final Score																			
24																													
25										Oppl Score																			
26																													



Hints and Tips

1. Using cells in Excel is not like designing a table in Word. The columns must be the same width top to bottom. What you can do is tell Excel which lines to print in which

cells. For instance, using the line drawing tool , you can make the cells B2:C3 look like one big cell by selecting them and choosing the outside border only. The gray lines that delineate the cells will not print on a printer.

	A	B	C	D
1				
2				
3				
4				

2. More formatting options (such as diagonal lines through cells) can be accessed by selecting the cells to be formatted. Pull down the **Format** menu and choose the **Format Cells** option.
3. To enter the numbers for the pitching data), enter the number followed by a space or two (1 2 3 4 5). Then color the numbers a light gray color so you can tell the statistics from the numbers on the score sheet. The data will be typed into the light blue cells.
4. When you get to the player list, just do the first row. Once it is done, copy that row to the rows below.
5. Don't forget to include formulas for averages and ERA (if you don't know what ERA is or how it is calculated, look it up on the Internet). Make sure your number formatting is correct.
6. Personalize your score sheet using the colors you want. If you want to get really fancy, you can insert a very light clipart over the batter scorecard area.
7. Yes, this assignment will be tough, but do the best that you can. By doing this assignment, you will learn more about Excel than most people will learn in their lifetimes.
8. Email the template to me (remember, it should have an extension of .xlt) to rhp@denovodental.com. The subject is **compapp 12-3 lastname**.