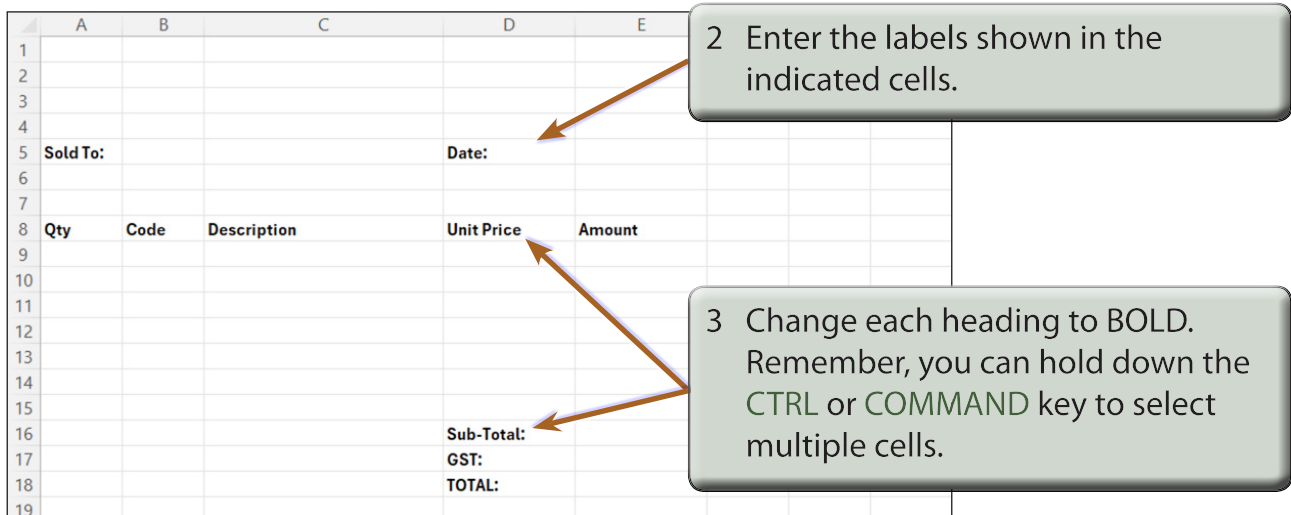


Creating Sales Invoices

Many businesses create their own invoices (sales documents) and Microsoft Excel provides a medium for creating professional invoices, even linking them to a stock inventory.

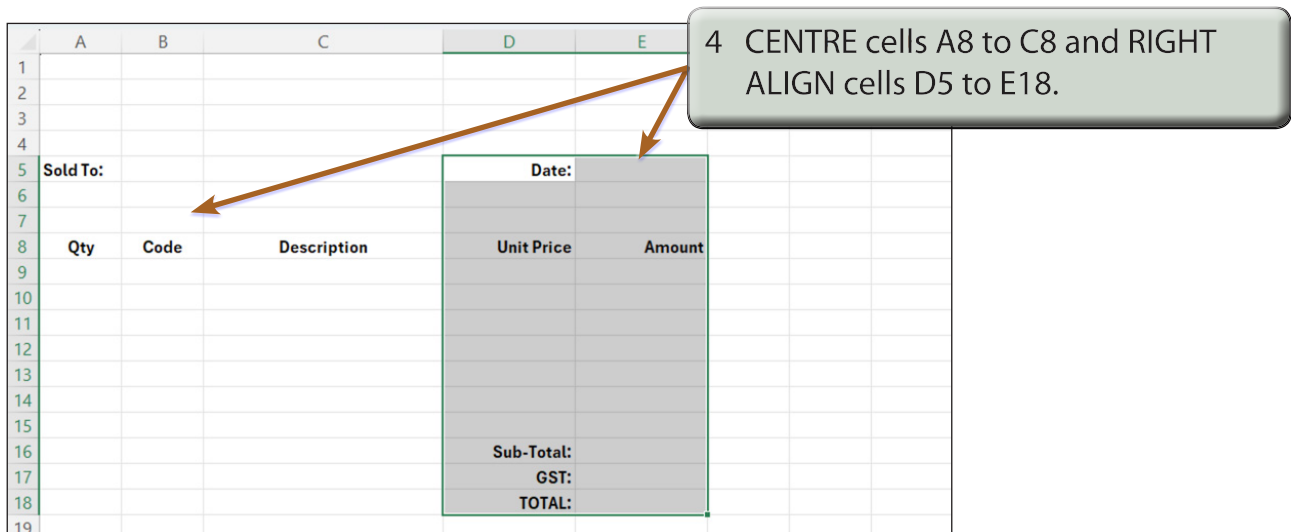
Entering the Labels of the Invoice

- 1 Start a NEW BLANK WORKBOOK and set the following initial formats:
 - Widen COLUMN C to 26 characters.
 - Widen COLUMNS D and E to 14 characters.



2 Enter the labels shown in the indicated cells.

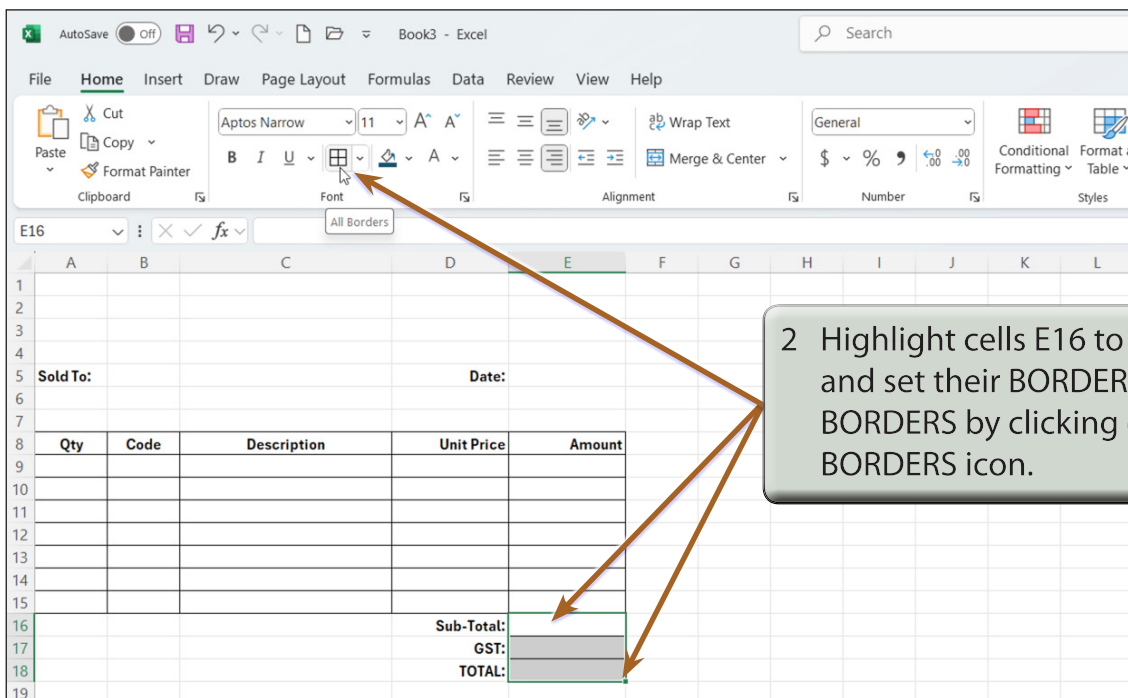
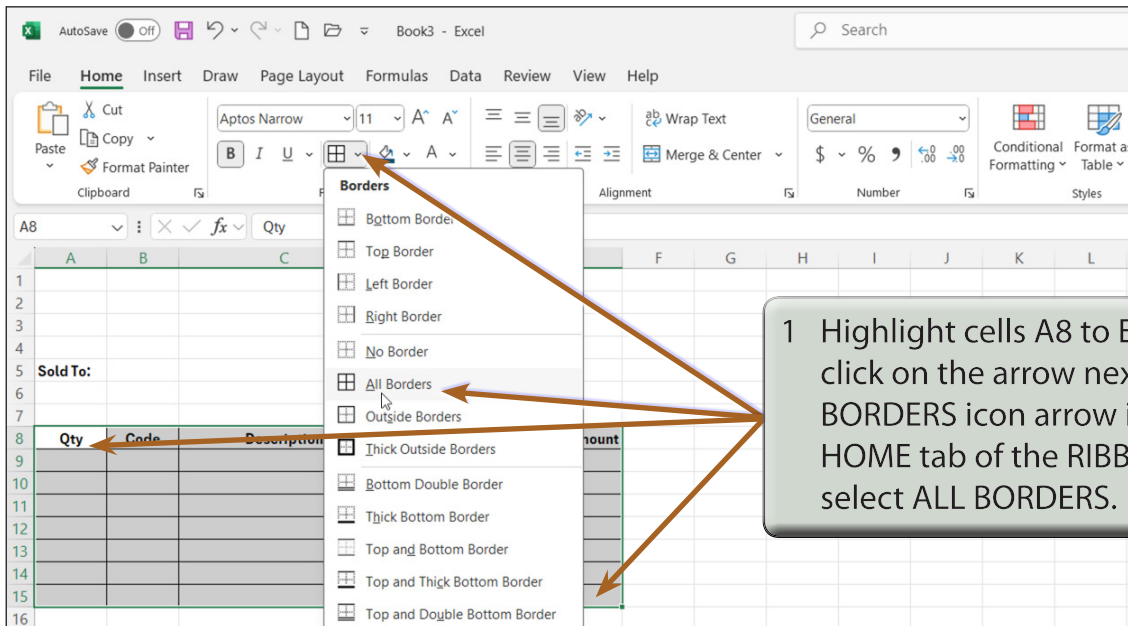
3 Change each heading to BOLD. Remember, you can hold down the CTRL or COMMAND key to select multiple cells.

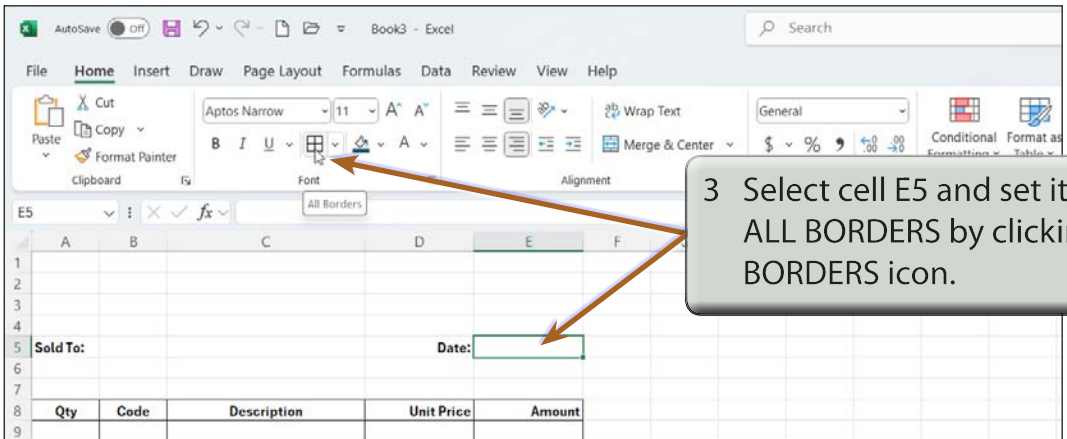


4 CENTRE cells A8 to C8 and RIGHT ALIGN cells D5 to E18.

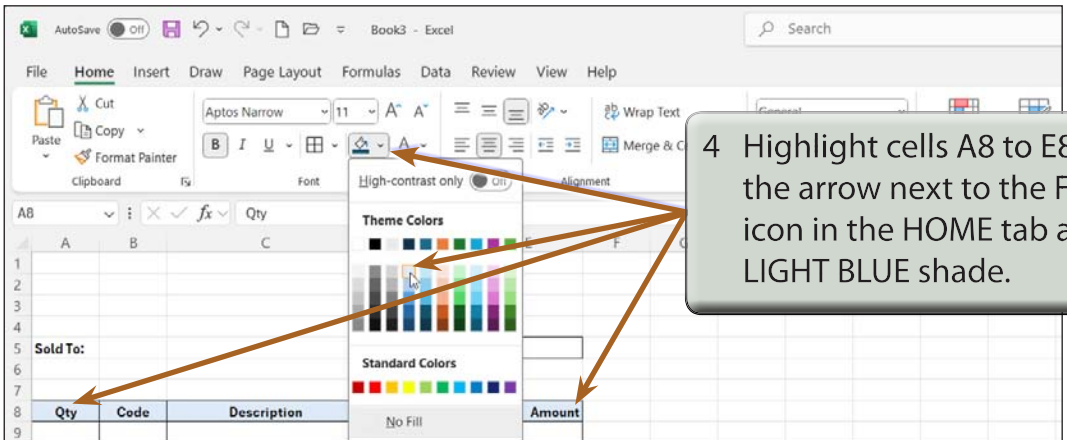
Adding Borders

Borders need to be placed around relevant sections of the invoice.





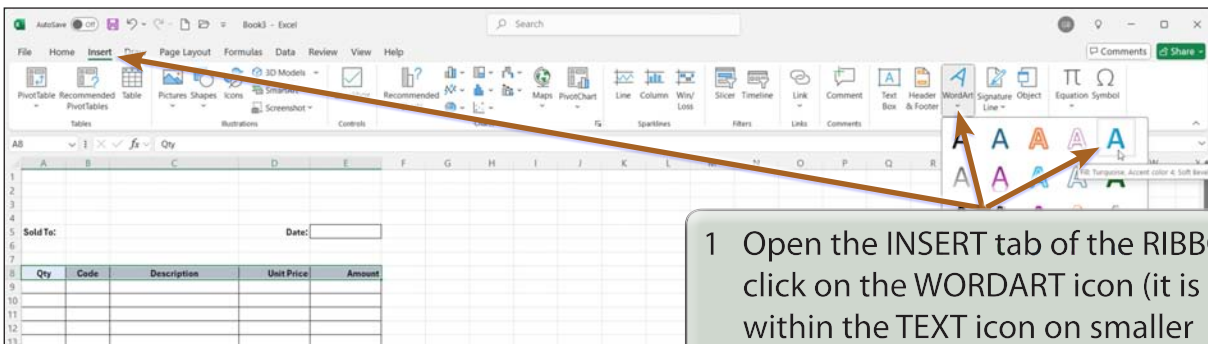
3 Select cell E5 and set its border to ALL BORDERS by clicking on the BORDERS icon.



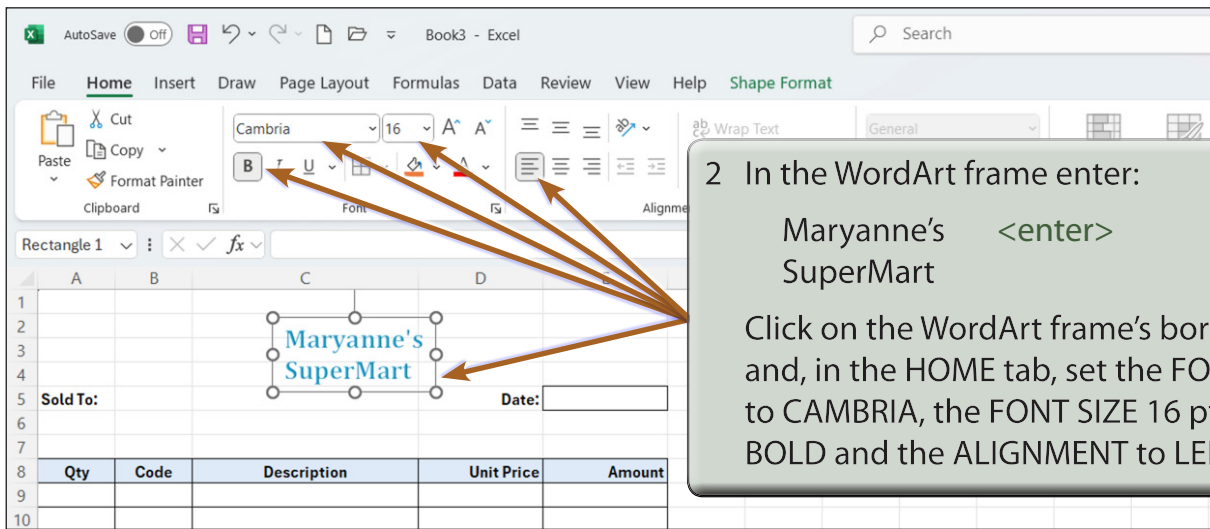
4 Highlight cells A8 to E8 then click on the arrow next to the FILL COLOUR icon in the HOME tab and select a LIGHT BLUE shade.

Creating the Company Title

The company's name needs to stand out from the rest of the invoice, although it should not be too overbearing. We will use WordArt in this case. We can also include a graphic or create a company logo.



1 Open the INSERT tab of the RIBBON, click on the WORDART icon (it is within the TEXT icon on smaller screens) and select a blue style.



NOTE: You can add some WordArt Effects and Styles to the text if you wish to.

