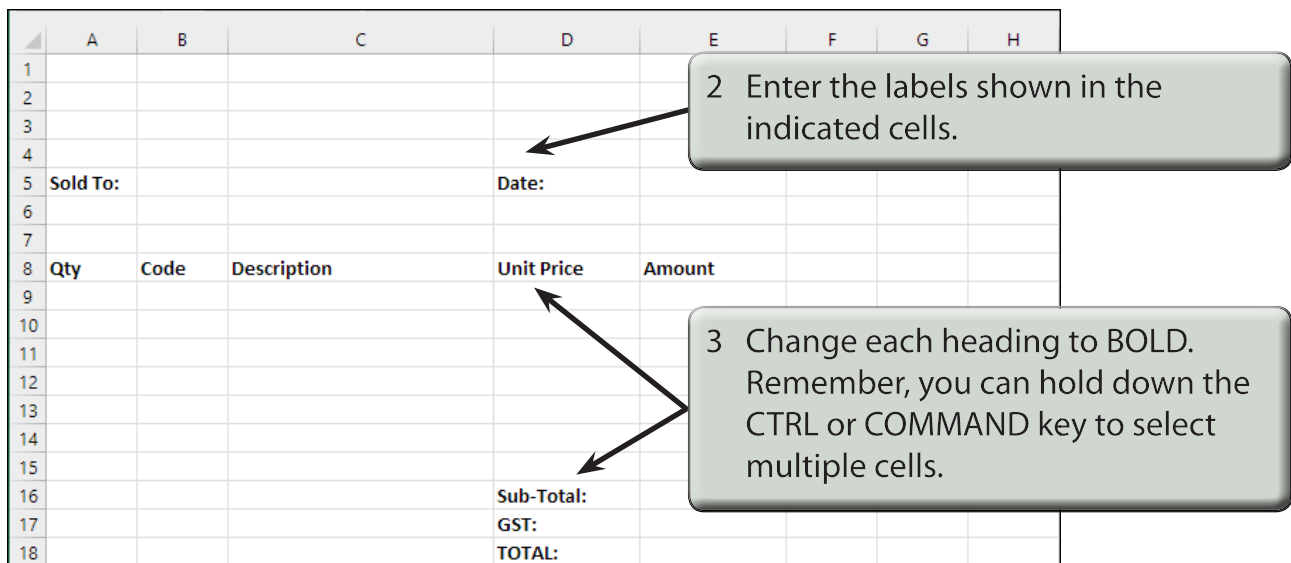


Creating Sales Invoices

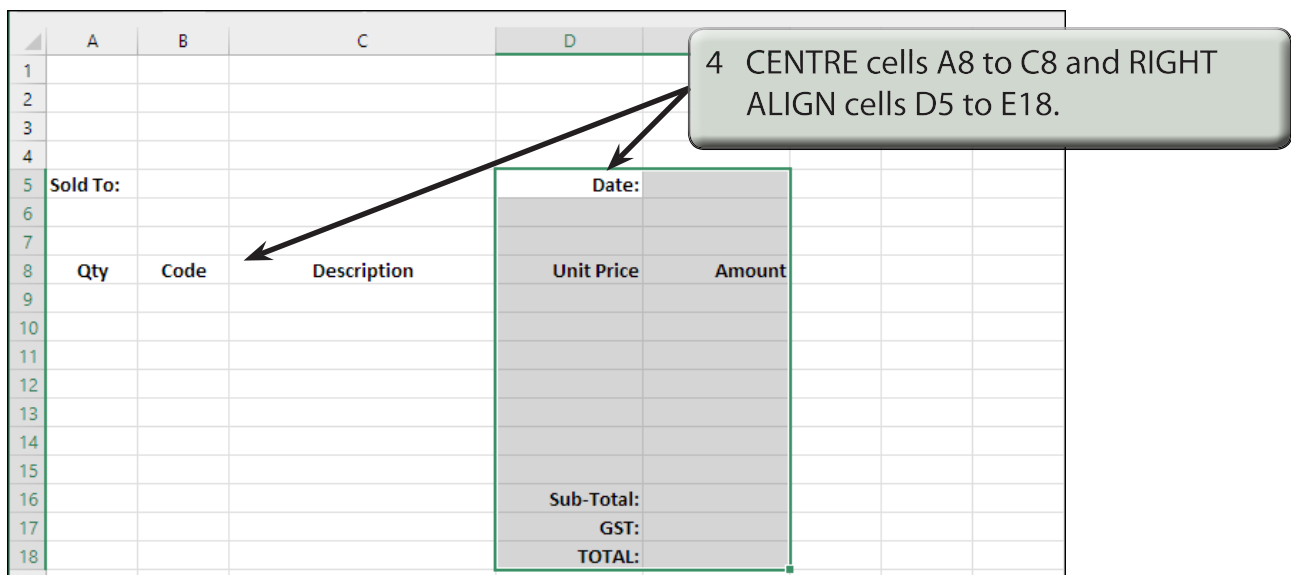
Many businesses create their own invoices (sales documents) and Microsoft Excel provides a medium for creating professional invoices, even linking them to a stock inventory.

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.



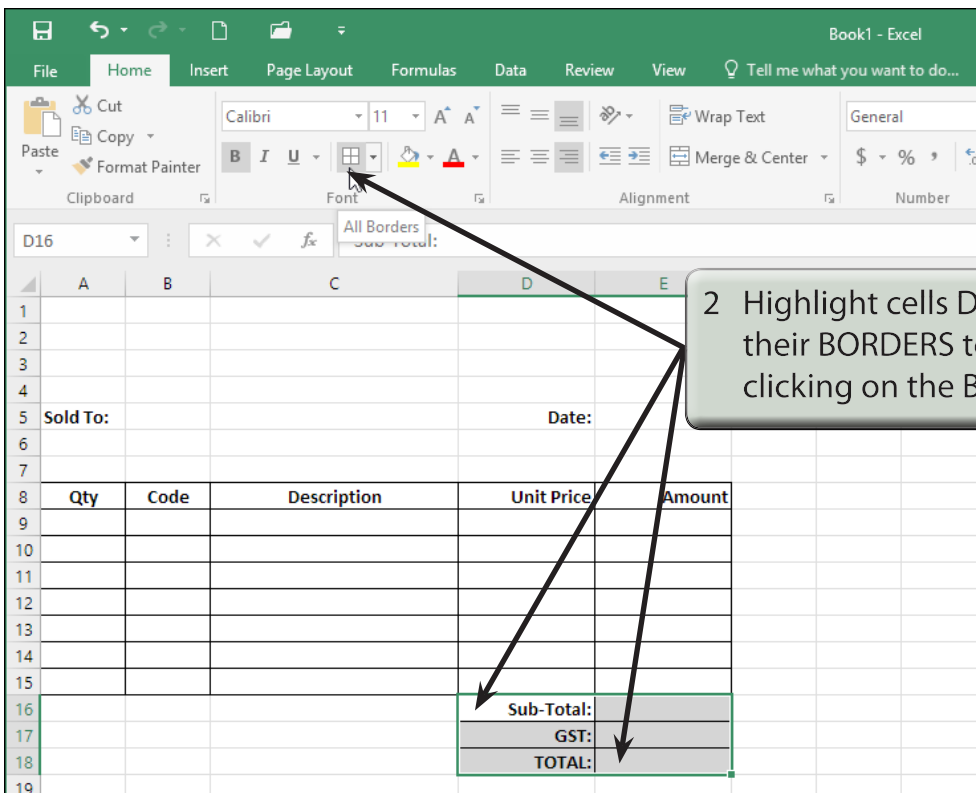
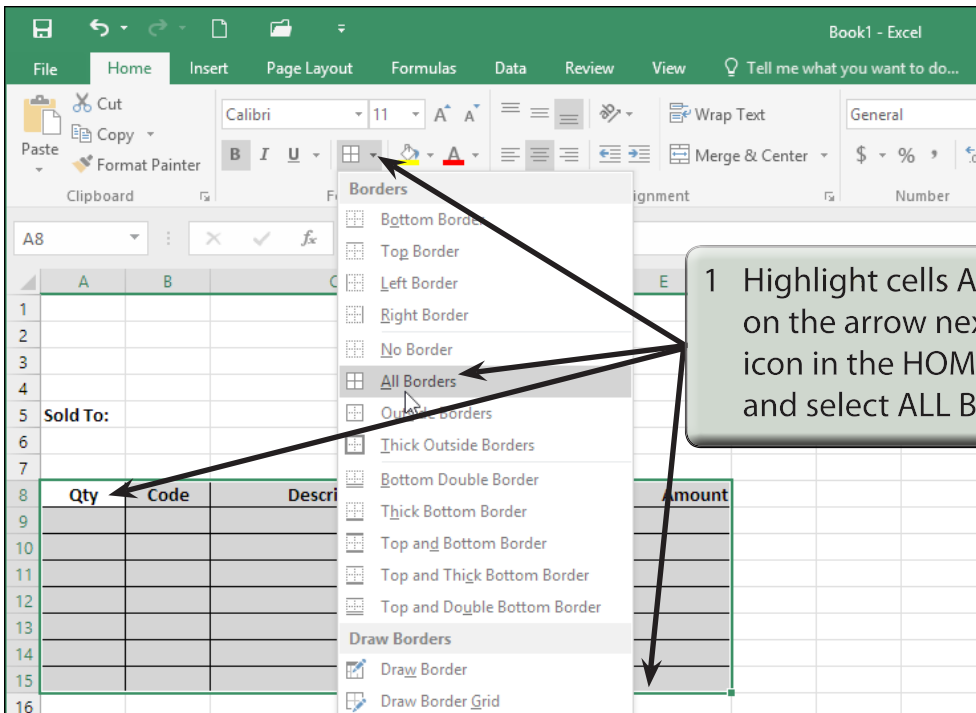
	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5	Sold To:			Date:				
6								
7								
8	Qty	Code	Description	Unit Price	Amount			
9								
10								
11								
12								
13								
14								
15								
16				Sub-Total:				
17				GST:				
18				TOTAL:				

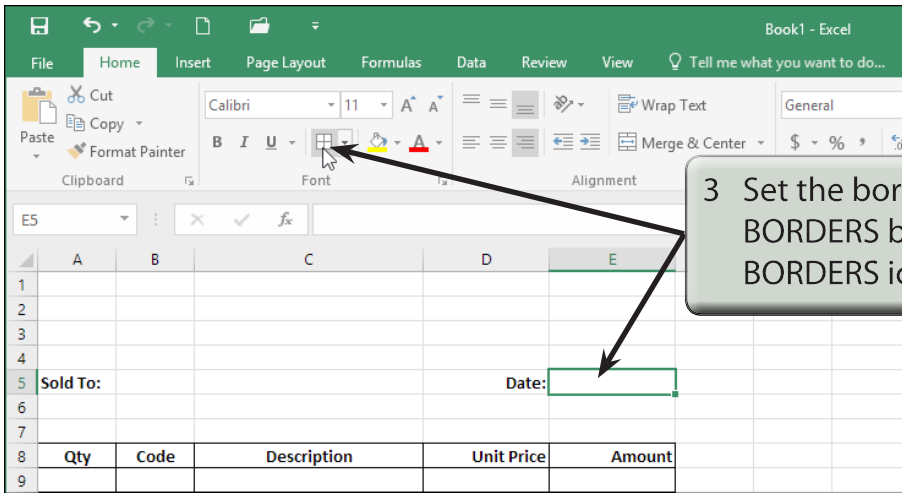


	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5	Sold To:			Date:				
6								
7								
8	Qty	Code	Description	Unit Price	Amount			
9								
10								
11								
12								
13								
14								
15								
16				Sub-Total:				
17				GST:				
18				TOTAL:				

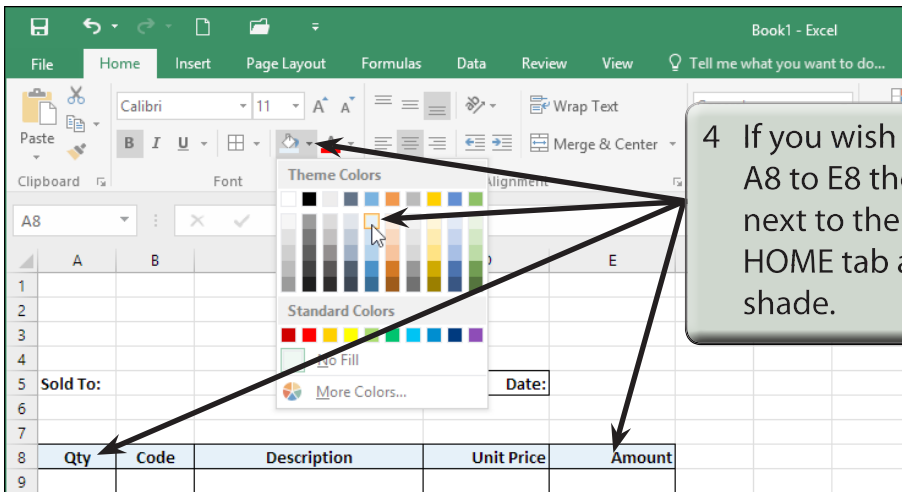
Adding Borders

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





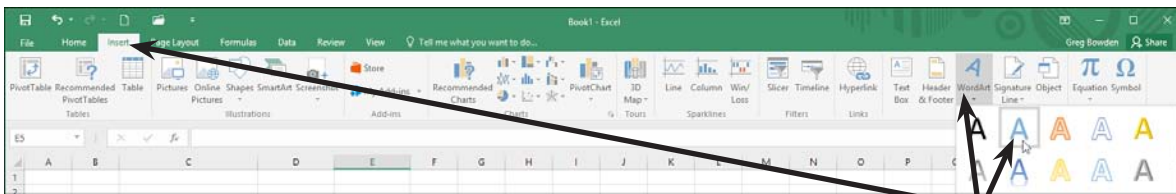
3 Set the border of cell E5 to ALL BORDERS by clicking on the BORDERS icon.



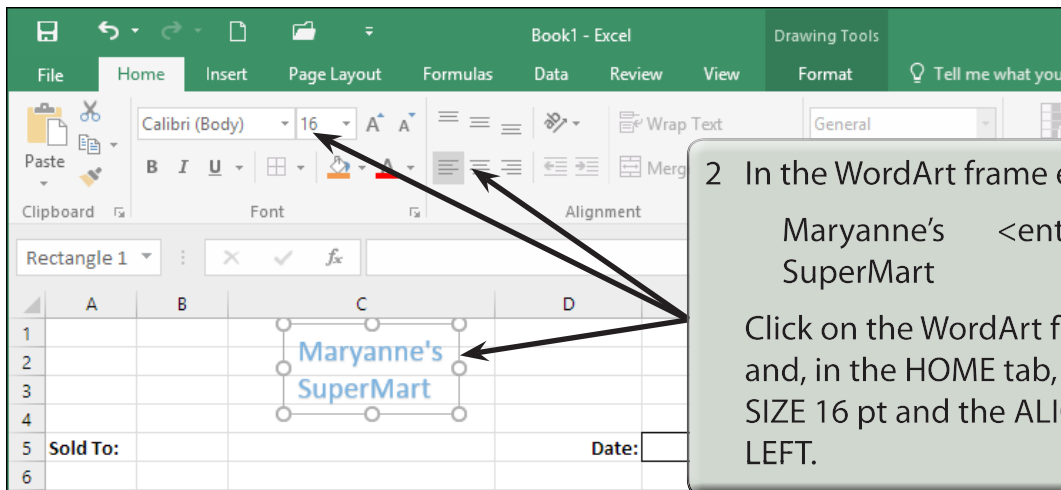
4 If you wish to you can highlight cells A8 to E8 then click on the arrow next to the FILL COLOUR icon in the HOME tab and select a LIGHT BLUE shade.

Creating the Company Title

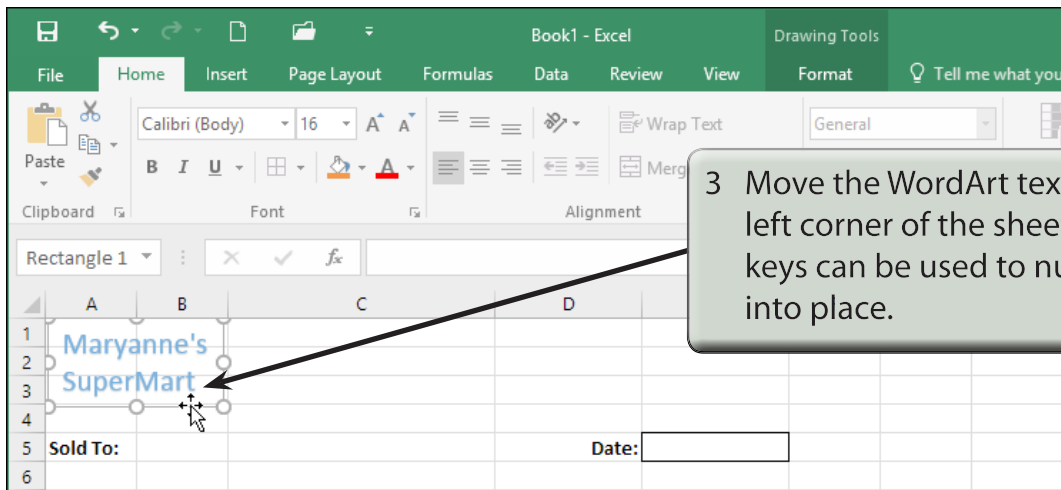
The company's name needs to stand out from the rest of the invoice, although it should not be too overbearing. We will use WordArt in this case. We can also include a graphic or create a company logo.



1 Open the INSERT tab of the RIBBON, click on the WORDART icon and select a blue style.



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

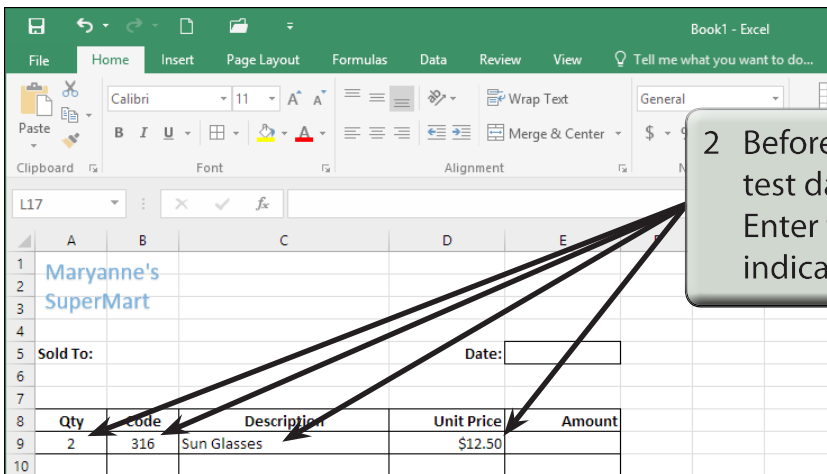


Entering the Calculations

To complete the invoice we need to enter some formulas so that calculations can be conducted by the invoice.

A Initial Settings

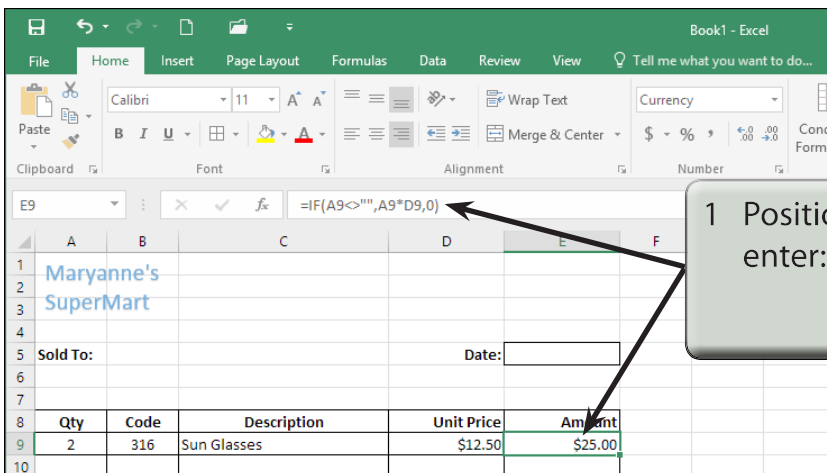
- Carry out the following formats:
 - Cells A9 to B15 to CENTRE ALIGNED.
 - Cells D9 to E18 to CURRENCY with 2 decimal places.



2 Before entering the formulas some test data will need to be entered. Enter the data shown in the indicated cells.

B Calculating the Amount

The AMOUNT is the UNIT PRICE times the QTY, but we don't want anything displayed until an item is entered. An IF formula can be used to achieve this.



1 Position the cursor at cell E9 and enter:
`= IF(B9<>\"\",A9*D9,0)`