

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 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
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:			
19							

2 Enter the labels shown in the indicated cells.

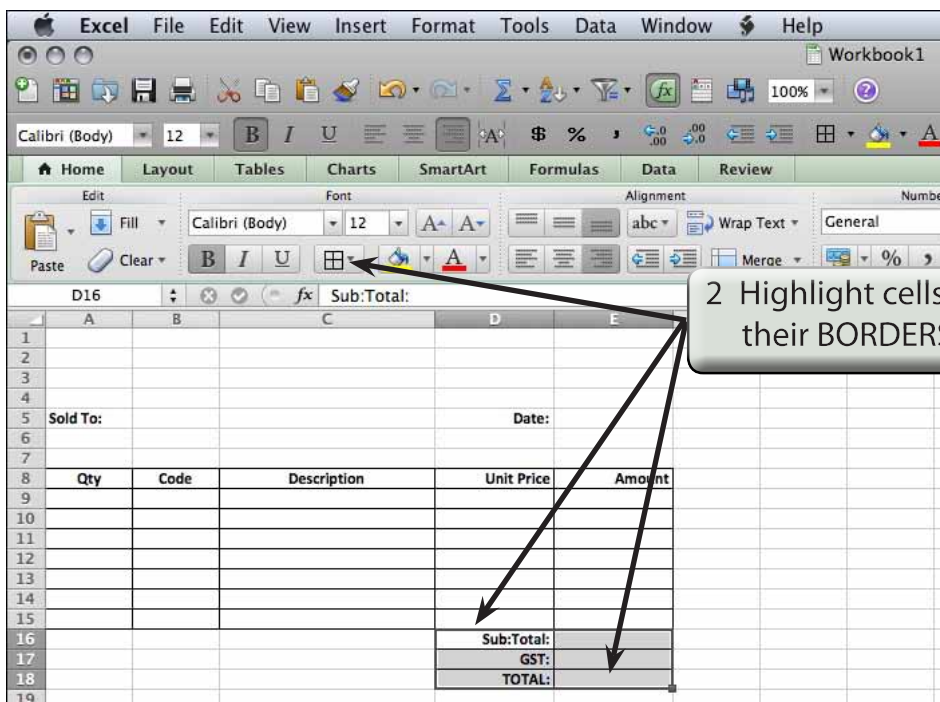
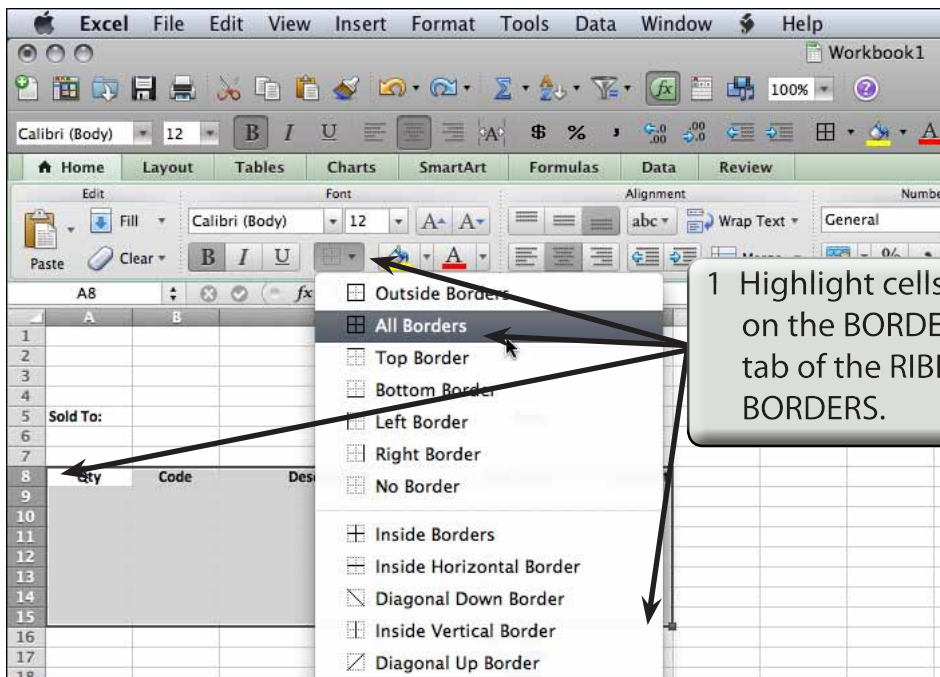
3 Change each heading to BOLD. Remember, you can hold down the COMMAND key to select multiple cells.

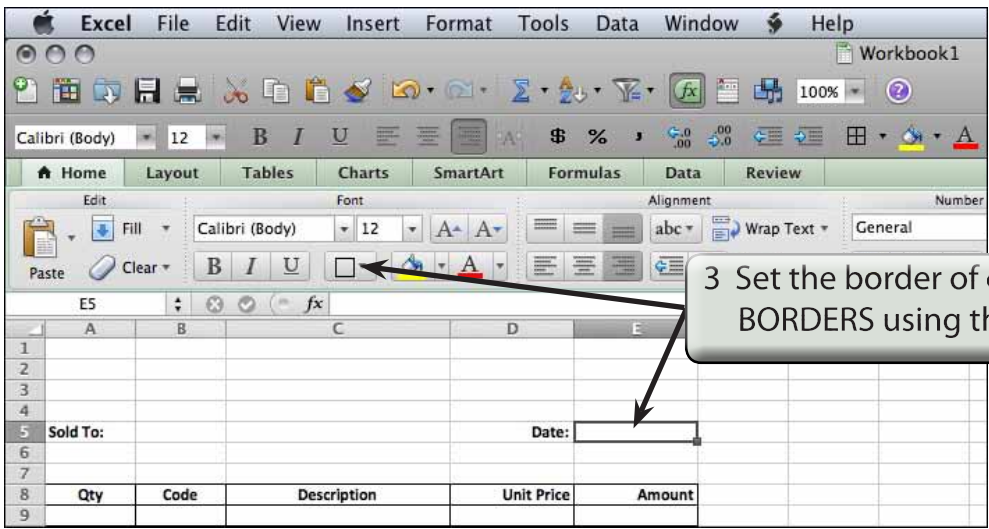
	A	B	C	D
1				
2				
3				
4				
5	Sold To:			Date:
6				
7				
8	Qty	Code	Description	Unit Price Amount
9				
10				
11				
12				
13				
14				
15				
16				Sub:Total:
17				GST:
18				TOTAL:
19				

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

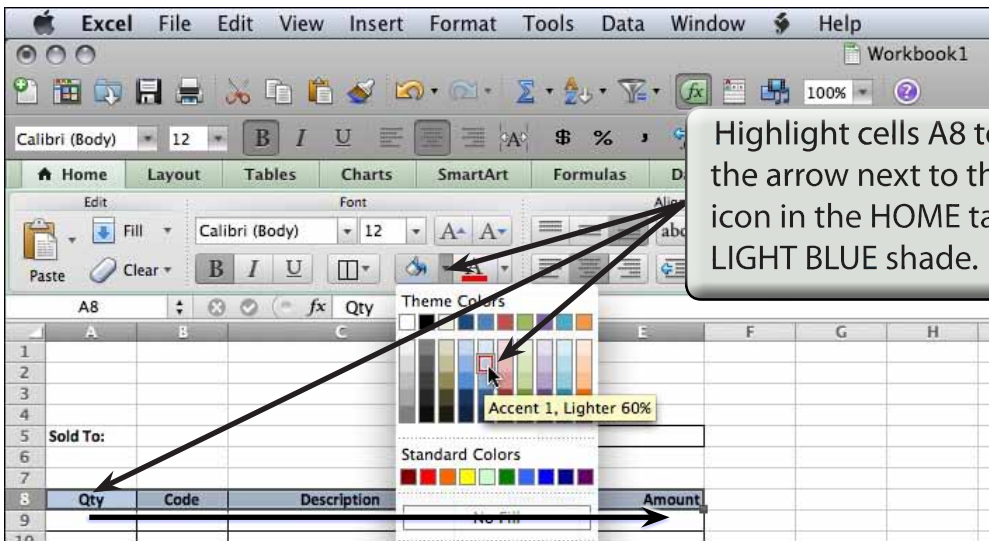
Adding Borders

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





Shading the Table Headings



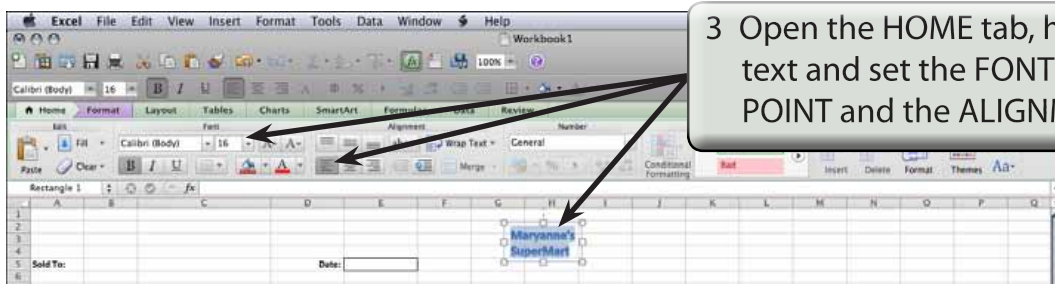
Creating the Company Title

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 Display the INSERT menu and select WORDART.

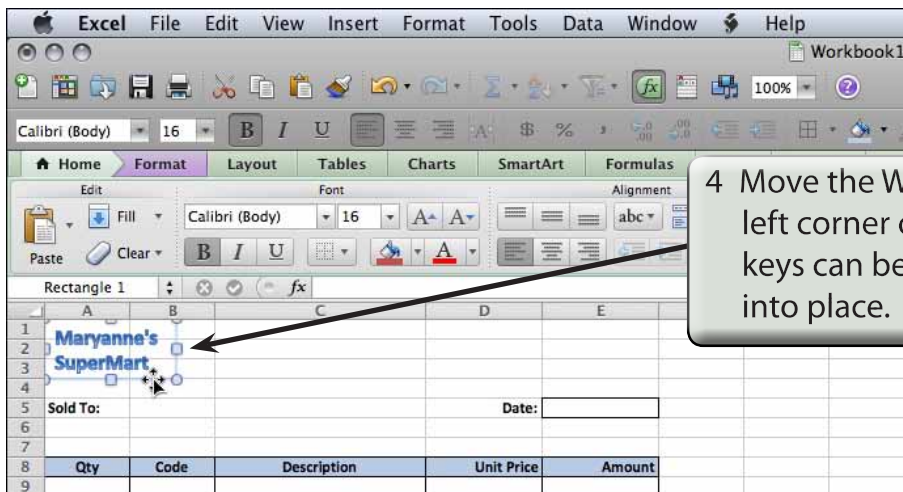


2 In the YOUR TEXT HERE frame, enter:
Maryanne's <return>
SuperMart
Click on the frame border and select a blue TEXT STYLE.



3 Open the HOME tab, highlight the text and set the FONT SIZE to 16 POINT and the ALIGNMENT to LEFT.

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



4 Move the WordArt text to the top left corner of the sheet. The arrow keys can be used to nudge the text into place.