

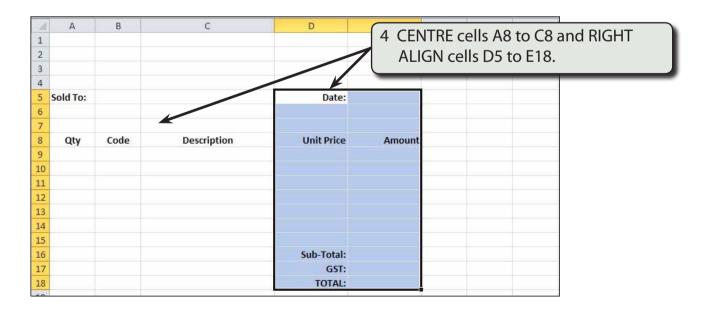
Creating Sales Invoices

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

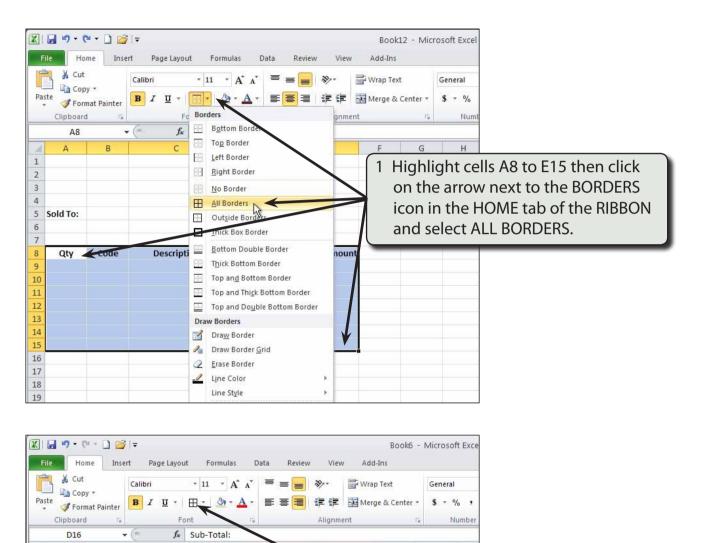
- 1 Start a NEW BLANK workbook and set the following initial formats:
 - Widen COLUMN C to 26 characters.
 - Widen COLUMNS D and E to 14 characters.

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2					2 Enter the labels shown in the
3					indicated cells.
4					indicated cells.
5	Sold To:			Date:	
6					
7					
8	Qty	Code	Description	Unit Price	Amount
9					
10					
11					
12					3 Change each heading to BOLD.
13					Remember, you can hold down the
14					
15				K	CTRL key to select multiple cells.
16				Sub-Total:	
17				GST:	
18				TOTAL:	
10					



Adding Borders

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



	2 Highlight cells D16 to E18 and set
ĥ	their BORDERS to ALL BORDERS by
	clicking on the BORDERS icon.

1 2 3 4 5 6	Sold To:			Date:		2 Highlight cells D16 to E18 and set their BORDERS to ALL BORDERS by clicking on the BORDERS icon.
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8	Qty	Code	Description	Unit Price	Aniount	
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Shading the Table Headings

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Amount

Date:

Unit Price

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.

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

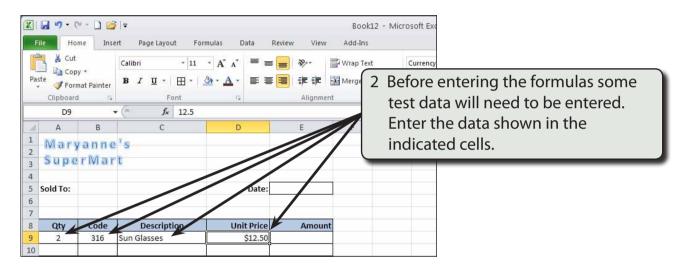
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8	Qty	Code	Description	Unit Price	Amount	

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

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



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.

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9	2	316	Sun Glasses	\$12.50	\$25.00	