

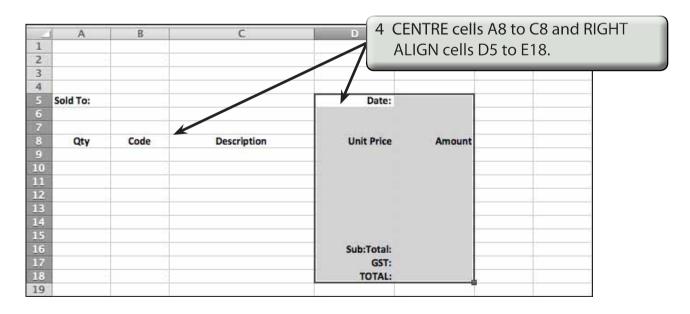
# **Creating Sales Invoices**

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

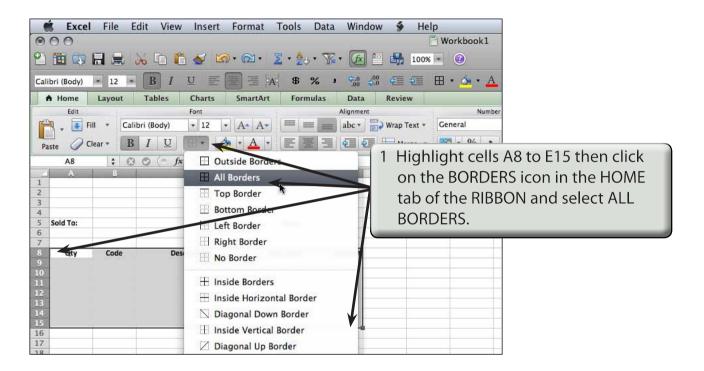
- 1 Start a NEW WORKBOOK and set the following initial formats:
  - Widen COLUMN C to 26 characters.
  - Widen COLUMNS D and E to 14 characters.

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# **Adding Borders**

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



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# Shading the Table Headings

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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.

Display the INSERT menu and select WORDART. 1

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

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