How do I create a new blank workbook?

Each time Excel is started, a new blank workbook is created. However, once the application is open, should you wish to create another follow the instructions below.
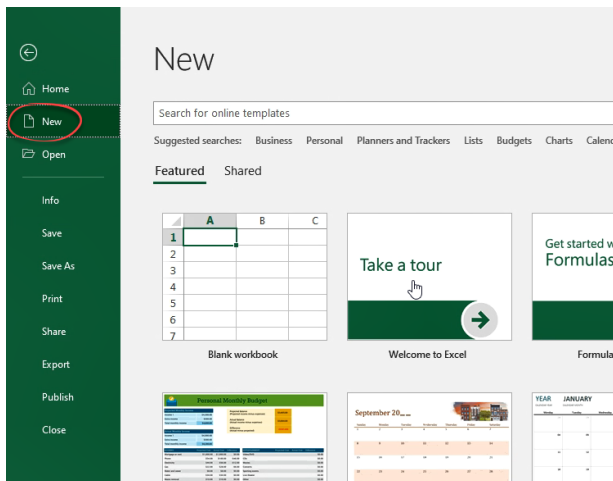
Method 1:

1. Click the 'New' button in the Quick Access toolbar.

Method 2:

1. Click File, New
2. Click 'Blank Workbook'.

For help and assistance, call the ICT Helpdesk

0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk