

DesignSpecs Workbook and Excel 2007

Please find following the correct procedure for changing the header information in Excel 2007.

Changing Header information in Excel 2007

1. go to Page Layout/Headings/Sheet Options
2. go to Header/Footer Tab and click "Custom Header"
3. change the "Left Section" to your correct address
4. Change the "Center Section" to your Company name
5. Click "OK"

Note: do not adjust "Custom Footer" as it will change according to your Header changes

6. To save as a Template go to "Office Button/Save as/" and type in your company name
7. change "Save as Type" to "Template"
8. click "Save"

Now you can create a new template every time by selecting File/New/yourcompany.xlt