

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A1

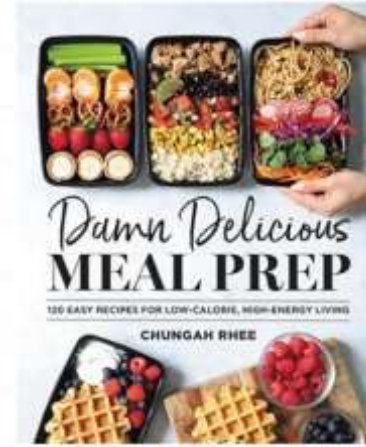
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Hello, and welcome to Mark's Excel Tips.  
Today we are going to show you how to load  
A grocery list template in Excel 365. Let's get  
started.

# Supercharge Your Shopping List With These Helpful Guides



[\*\*Fodmap List of Foods.\*\* Your Grocery & Shopping List for Nutrition that Supports Gut Health, IBS Relief, and Enhances the Elimination Diet.](#)  
Pamphlet, Laminated, 8"x11"



[\*\*Damn Delicious Meal Prep: 115 Easy Recipes for Low-Calorie, High-Energy Living.\*\* BEST Meal Prep for beginners.](#)



[\*\*Diabetes Food List.\*\* Your Grocery & Shopping List for Nutrition that Supports Blood Sugar Control and Diabetes Management. Counts Calories, Carbs, and Glycemic index.](#) Laminated Pamphlet.



[\*\*Low Carb Food List.\*\* Your Grocery List for a Healthy Low-carb Diet Plan. Perfect for Meal Planning, Carb counting, Calories, Fats, Proteins, and Fibers.](#) Tri-fold. Laminated. 8x11

File

Home Insert Page Layout Data Review View Developer Help

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Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A1 fx

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The first thing you need to do is click on File.

Sheet1

Good evening



Home

New

Open

Info

Save

Save As

Print

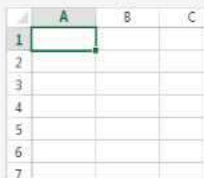
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Blank workbook



Credit card payoff calculator



Inventory list



Simple to-do list



Personal monthly budget



Welcome to Excel



Formula tutorial

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You haven't opened any workbooks recently. Click Open to browse for a workbook.

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More workbooks →

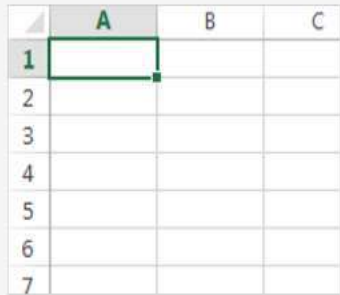
On the right side of the home screen, click on more templates.

Account

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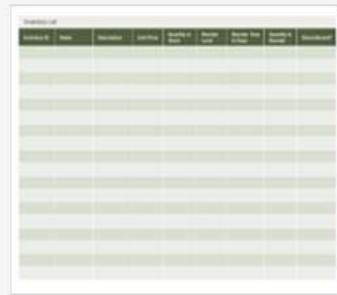
Blank workbook



Personal monthly budget



Credit card payoff calcula...



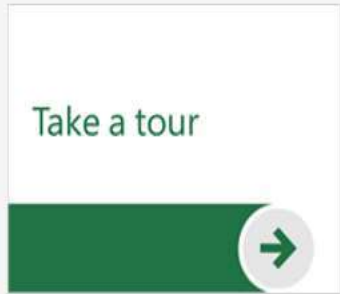
Inventory list



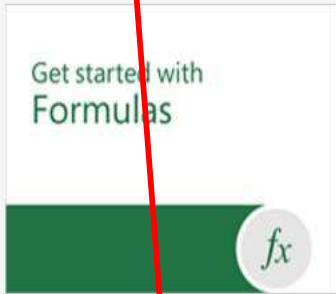
Simple to-do list

Grocery List 

Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



Welcome to Excel



Formula tutorial



PivotTable tutorial



Premium weekly chore sc...



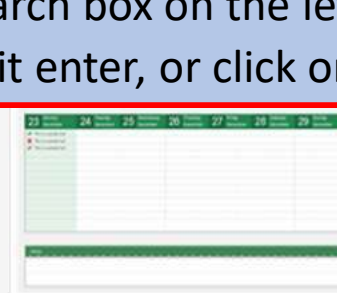
Any year custom calendar



Academic calendar

Payment Number	Payment	Beginning Balance	Minimum Payment	Rate	Total Payment	Principal	Interest	Ending Balance
1	\$1000.00	\$0.00	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$732.46
2	\$1000.00	\$666.67	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$1333.33
3	\$1000.00	\$1333.33	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$2000.00
4	\$1000.00	\$2000.00	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$2666.67
5	\$1000.00	\$2666.67	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$3333.33
6	\$1000.00	\$3333.33	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$4000.00
7	\$1000.00	\$4000.00	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$4666.67
8	\$1000.00	\$4666.67	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$5333.33
9	\$1000.00	\$6000.00	\$65.79	6.00%	\$1065.79	\$333.33	\$732.46	\$6000.00

Loan amortization schedule



Weekly schedule planner

Item #	Description	Qty	Unit Price	Discount	Price
1001	Invoice # 001234567	10	\$100.00	0%	\$1000.00
1002	Invoice # 001234567	20	\$50.00	0%	\$1000.00
1003	Invoice # 001234567	30	\$33.33	0%	\$1000.00
1004	Invoice # 001234567	40	\$25.00	0%	\$1000.00
1005	Invoice # 001234567	50	\$20.00	0%	\$1000.00
1006	Invoice # 001234567	60	\$16.67	0%	\$1000.00
1007	Invoice # 001234567	70	\$14.29	0%	\$1000.00
1008	Invoice # 001234567	80	\$12.50	0%	\$1000.00
1009	Invoice # 001234567	90	\$11.11	0%	\$1000.00
1010	Invoice # 001234567	100	\$10.00	0%	\$1000.00

Simple invoice

Item #	Description	Qty	Unit Price	Discount	Price
1001	Invoice # 001234567	10	\$100.00	0%	\$1000.00
1002	Invoice # 001234567	20	\$50.00	0%	\$1000.00
1003	Invoice # 001234567	30	\$33.33	0%	\$1000.00
1004	Invoice # 001234567	40	\$25.00	0%	\$1000.00
1005	Invoice # 001234567	50	\$20.00	0%	\$1000.00
1006	Invoice # 001234567	60	\$16.67	0%	\$1000.00
1007	Invoice # 001234567	70	\$14.29	0%	\$1000.00
1008	Invoice # 001234567	80	\$12.50	0%	\$1000.00
1009	Invoice # 001234567	90	\$11.11	0%	\$1000.00
1010	Invoice # 001234567	100	\$10.00	0%	\$1000.00

Sales invoice tracker

In the search box on the left, type in Grocery list and hit enter, or click on the search icon.

# New

← Back

grocery list



Grocery checklist with sp...



Grocery Lists



Grocery list



Grocery list (with categor...



Weekly meal planner and...



Grocery list with space fo...



Roommate organizer



Make a List (worksheet)



Household organizer

In the search results, you have several different grocery list templates to choose from.

Account

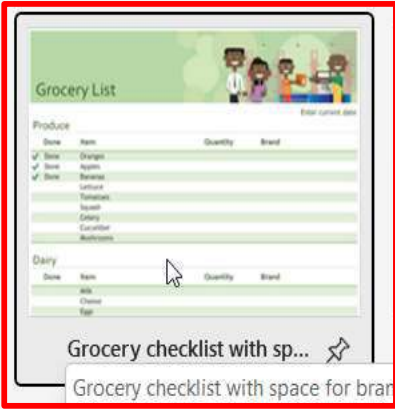
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# New

← Back

grocery list



Grocery checklist with sp...

Grocery checklist with space for brand



Grocery Lists



Grocery list



Grocery list (with categor...



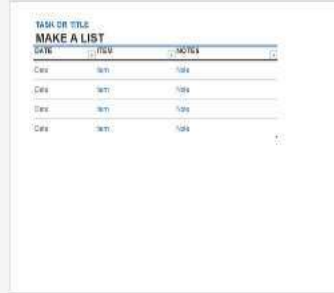
Weekly meal planner and...



Grocery list with space fo...



Roommate organizer



Make a List (worksheet)



Household organizer

Let's click on the first one.

# New

← Back



Grocery checklist



Grocery list with s



Done	Item	Quantity	Brand
✓ Done	Oranges		
✓ Done	Apples		
✓ Done	Bananas		
	Lettuce		
	Tomatoes		
	Squash		
	Celery		
	Cucumber		
	Mushrooms		

Done	Item	Quantity	Brand
	Milk		
	Cheese		
	Eggs		

## Grocery checklist with space for brand

Provided by: [Microsoft Corporation](#)

Use this grocery checklist to help you keep track of the things you need to buy. Add to or modify the items on the list to personalize it before you go shopping. Check off each item as you purchase it. This grocery checklist makes shopping more efficient and allows you to organize and filter items by type, quantity, and brand.

Download size: 85 KB



In the window that opens, Excel tells you about this grocery list template and what it can be used for.

- Home
- New
- Open
- Info
- Save
- Save As
- Print
- Share
- Export
- Publish
- Close

- Account
- Feedback
- Options

# New

← Back



Grocery checklist



Grocery list with s

### Grocery List

Enter current date

Done	Item	Quantity	Brand
✓ Done	Oranges		
✓ Done	Apples		
✓ Done	Bananas		
	Lettuce		
	Tomatoes		
	Squash		
	Celery		
	Cucumber		
	Mushrooms		

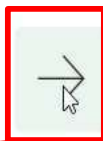
Done	Item	Quantity	Brand
	Milk		
	Cheese		
	Eggs		

## Grocery checklist with space for brand

Provided by: [Microsoft Corporation](#)

Use this grocery checklist to help you keep track of the things you need to buy. Add to or modify the items on the list to personalize it before you go shopping. Check off each item as you purchase it. This grocery checklist makes shopping more efficient and allows you to organize and filter items by type, quantity, and brand.

Download size: 85 KB



To view the other templates that are available, click on the right arrow to scroll through the other templates.

- ←
- Home
- New
- Open
- Info
- Save
- Save As
- Print
- Share
- Export
- Publish
- Close
- Account
- Feedback
- Options

# New

← Back

Grocery List



Grocery checklist



Grocery list with s

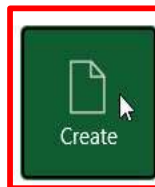


Date	Item	STORE	CATEGORY	QTY	UNIT	UNIT PRICE	TOTAL	COMMENT
	Oranges	Grocery	Produce	2	lb	\$2.95	\$5.90	
	Apples	Orchard	Produce	3	lb	\$1.99	\$5.97	Have coupon
	Bananas	Grocery	Produce	1	bunch	\$3.99	\$3.99	
	Lettuce	Market	Produce	2	head	\$2.29	\$4.58	
	Tomatoes	Market	Produce	4	lb	\$3.49	\$13.96	
	Squash	Market	Produce	2	each	\$1.50	\$3.00	
	Celery	Grocery	Produce	2	bunch	\$1.99	\$3.98	
	Cucumber	Market	Produce	1	lb	\$2.29	\$2.29	
	Mushrooms	Grocery	Produce	0.5	lb	\$2.25	\$1.13	Large portabella
	Milk	Home Delivery	Dairy	2	gal	\$3.99	\$7.98	
	Cheese	Home Delivery	Dairy	1	lb	\$9.99	\$9.99	Variety of block cheeses
	Eggs	Home Delivery	Dairy	2	doz	\$3.50	\$7.00	
	Cottage cheese	Home Delivery	Dairy	1	16 oz	\$2.99	\$2.99	
	Sour cream	Home Delivery	Dairy	1	8 oz	\$2.99	\$2.99	
	Yogurt	Grocery	Dairy	1	16 oz	\$4.99	\$4.99	Greek with honey
	Beef	Market	Meat	10	lb	\$7.99	\$79.90	Bacon wrapped filets
	Wild Salmon	Fish Market	Seafood	6	lb	\$8.99	\$53.94	
	Alaskan King Crab Legs	Fish Market	Seafood	5	lb	\$10.99	\$54.95	

## Grocery list (with category totals)

Provided by: [Microsoft Corporation](#)

This accessible interactive grocery list template allows you to shop smart by breaking down totals within personalized categories of groceries. Categorize your food items and see just where the money is going. Excel does the heavy lifting by automatically calculating each category total within the grocery list template.



When you find the template that you want, click on create.

Clipboard: Undo, Paste, Copy, Cut

Font: Euphemia, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Center, Justify, Left, Right, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Comma, Thousand Separator, Increase/Decrease Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

M29

A B C D E F G H I J K L M N O P Q

# Grocery List

Done	ITEM	STORE	CATEGORY	QTY	UNIT	UNIT PRICE	TOTAL	COMMENT
✓ Done	Oranges	Grocery	Produce	2	lbs	\$2.99	\$5.98	
	Apples	Orchard	Produce	3	lbs	\$1.99	\$5.97	Have coupon
	Bananas	Grocery	Produce	1	bunch	\$3.99	\$3.99	
	Lettuce	Market	Produce	2	head	\$2.29	\$4.58	
	Tomatoes	Market	Produce	4	lbs	\$3.49	\$13.96	
	Squash	Market	Produce	2	each	\$1.50	\$3.00	
	Celery	Grocery	Produce	2	bunch	\$1.99	\$3.98	
	Cucumber	Market	Produce	1	lbs	\$2.29	\$2.29	
	Mushrooms	Grocery	Produce	0.5	lbs	\$2.25	\$1.13	Large portabella
	Milk	Home Delivery	Dairy	2	gal	\$3.99	\$7.98	
	Cheese	Home Delivery	Dairy	1	lbs	\$9.99	\$9.99	Variety of block cheeses
	Eggs							
	Cottage cheese							
	Sour cream							
	Yogurt	Grocery	Dairy	1	16 oz	\$4.99	\$4.99	Greek with honey
	Beef	Market	Meat	10	lbs	\$7.99	\$79.90	Bacon wrapped filets

Excel will load your grocery list template, ready for you to use. You can add to, and modify this list to best fit your needs.

DAIRY TOTAL  
**\$37**

PRODUCE TOTAL  
**\$45**

MEAT TOTAL  
**\$80**

SEAFOOD TOTAL  
**\$109**

OTHER TOTAL  
**\$0**

GROCERY TOTAL  
**\$271**

# Grocery List

Done	ITEM	STORE	CATEGORY	QTY	UNIT	UNIT PRICE	TOTAL	COMMENT
✓ Done	Oranges	Grocery	Produce	2	lbs	\$2.99	\$5.98	
	Apples	Orchard	Produce	3	lbs	\$1.99	\$5.97	Have coupon
	Bananas	Grocery	Produce	1	bunch	\$3.99	\$3.99	
	Lettuce	Market	Produce	2	head	\$2.29	\$4.58	
	Tomatoes	Market	Produce	4	lbs	\$3.49	\$13.96	
	Squash	Market	Produce	2	each	\$1.50	\$3.00	
	Celery	Grocery	Produce	2	bunch	\$1.99	\$3.98	
	Cucumber	Market	Produce	1	lbs	\$2.29	\$2.29	
	Mushrooms	Grocery	Produce	0.5	lbs	\$2.25	\$1.13	Large portabella
	Milk	Home Delivery	Dairy	2	gal	\$3.99	\$7.98	
	Cheese	Home Delivery	Dairy	1	lbs	\$9.99	\$9.99	Variety of block cheeses
	Eggs	Home Delivery	Dairy	2	doz	\$3.50	\$7.00	
	Cottage cheese	Home Delivery	Dairy	1	16 oz	\$3.89	\$3.89	
	Sour cream	Home D						
	Yogurt	Grocery						
	Beef	Market						

DAIRY TOTAL  
**\$37**

PRODUCE TOTAL  
**\$45**

MEAT TOTAL  
**\$80**

SEAFOOD TOTAL  
**\$109**

OTHER TOTAL  
**\$0**

GROCERY TOTAL  
**\$271**

This grocery list template will add up the totals in each category and place the totals in the right hand column.

Clipboard: Undo, Paste, Copy, Cut

Font: Euphemia, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

M29

A B C D E F G H I J K L M N O P Q

# Grocery List

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✓ Done	Oranges	Grocery	Produce	2	lbs	\$2.99	\$5.98	
	Apples	Orchard	Produce	3	lbs	\$1.99	\$5.97	Have coupon
	Bananas	Grocery	Produce	1	bunch	\$3.99	\$3.99	
	Lettuce	Market	Produce	2	head	\$2.29	\$4.58	
	Tomatoes	Market	Produce	4	lbs	\$3.49	\$13.96	
	Squash	Market	Produce	2	each	\$1.50	\$3.00	
	Celery	Grocery	Produce	2	bunch	\$1.99	\$3.98	
	Cucumber	Market	Produce	1	lb	\$2.29	\$2.29	
	Mushrooms	Grocery	Produce	1	lb	\$2.29	\$2.29	portabella
	Milk	Home Delivery	Dairy	1	gal	\$2.99	\$2.99	
	Cheese	Home Delivery	Dairy	1	block	\$0.00	\$0.00	of block cheeses
	Eggs	Home Delivery	Dairy	1	doz	\$2.99	\$2.99	
	Cottage cheese	Home Delivery	Dairy	1	lb	\$2.99	\$2.99	
	Sour cream	Home Delivery	Dairy	1	lb	\$2.99	\$2.99	
	Yogurt	Grocery	Dairy	1	16 oz	\$4.99	\$4.99	Greek with honey
	Beef	Market	Meat	10	lbs	\$7.99	\$79.90	Bacon wrapped filets

That's it for today's how to video. If you enjoyed today's video, please give it a thumbs up and Subscribe so You don't miss any of our future videos. Thanks for watching and have a great day.

DAIRY TOTAL  
**\$37**

PRODUCE TOTAL  
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MEAT TOTAL  
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