

Clipboard: Paste, Copy, Cut, Paste with formatting, Paste as plain text, Paste as picture, Paste as picture with cell background colors and borders, Paste as picture with cell background colors and borders and cell styles.

Font: Calibri, 11, Bold, Italic, Underline, Text color, Background color, Font color, Font style (Normal, Bold, Italic, Underline, Strikethrough, Subscript, Superscript), Font effects (Text shadow, Outline, Emboss, 3D, Reflection, Glow, Transparency, No fill).

Alignment: Wrap Text, Merge & Center, Text alignment (Left, Center, Right, Justify), Orientation (Horizontal, Vertical), Indentation (Increase, Decrease), Text to columns.

Number: General, Accounting, Currency, Percentage, Fraction, Decimals (Increase, Decrease), Thousands separator, Comma separator, Negative numbers (None, Text, Parentheses, Negative in front, Negative in parentheses).

Styles: Conditional Formatting, Format as Table, Cell Styles.

Cells: Insert, Delete, Format.

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

Add-ins: Add-ins, Analyze Data.

AutoSave Off Save Undo Redo

A1 fx

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26																							

Hello, and welcome to Mark's Excel Tips.
Today, I will show you how to create a
Weekly Timesheet Template, in Excel 365.
Let's get started.

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Developer

Help

Power Pivot

Comments

Share

Clipboard: Paste, Copy, Cut, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Background Color, Text Color

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Thousand Separator, Comma Separator, Negative numbers in parentheses, Fraction, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Add-ins: Add-ins, Analyze Data

AutoSave: Off

Save

Undo, Redo

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
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To start, click on File.

Good morning



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

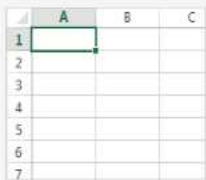
Publish

Close

Account

Options

New



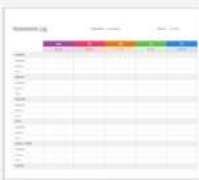
Blank workbook



Trip planner (worksheet)



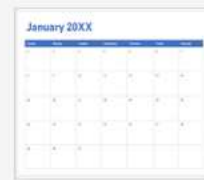
Student assignment planner



Homework log



Family budget planner



Any year custom calendar



PivotTable tutorial

Search

Recent Pinned Shared with Me

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

[More templates](#) →

[More workbooks](#) →

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



Home

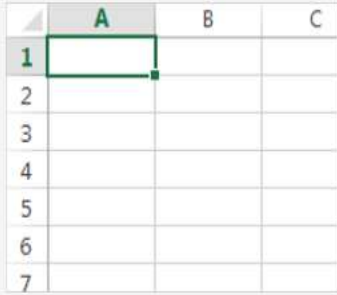


New



Open

New



Blank workbook



Trip planner (worksheet)



Student assignment plan...



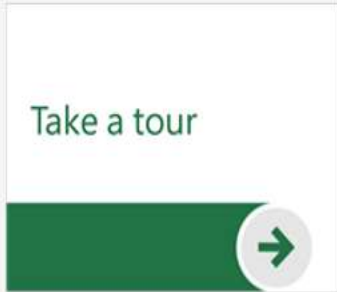
Homework log



Family budget planner



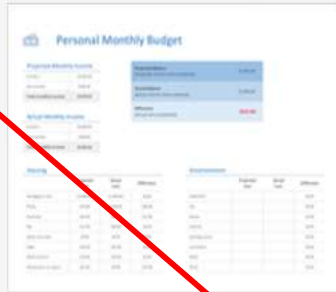
Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars Start searching



Welcome to Excel



Formula tutorial



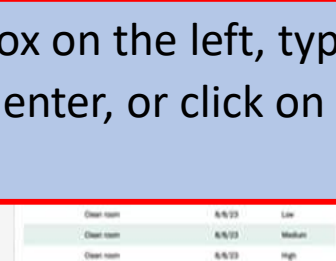
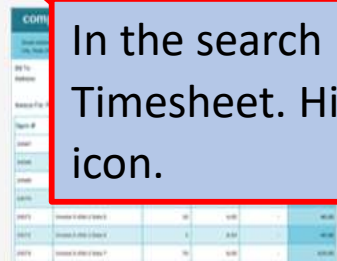
Personal monthly budget



Premium weekly chore sc...



Academic calendar



In the search box on the left, type in Weekly Timesheet. Hit enter, or click on the search icon.

Account

Options



Home



New



Open

New

← Back

Weekly Timesheet



TIME SHEET NOD PUBLISHERS

Weekly timesheet

Weekly timesheet

This thumbnail shows an Excel spreadsheet template with a blue header bar containing 'TIME SHEET' and 'NOD PUBLISHERS'. Below the header are several data tables. A red border highlights the entire thumbnail, and a white tooltip with the text 'Weekly timesheet' is positioned over the center of the spreadsheet.

Weekly timesheet (8 1/2 x...)

This thumbnail shows a spreadsheet template with a white header and a grid of cells. The text 'Weekly timesheet (8 1/2 x...' is centered below the thumbnail.

Weekly time sheet (8 1/2...

This thumbnail shows a spreadsheet template with a white header and a grid of cells. The text 'Weekly time sheet (8 1/2...' is centered below the thumbnail.

Employee timesheet (wee...

This thumbnail shows a spreadsheet template with a dark blue header and a grid of cells. The text 'Employee timesheet (wee...' is centered below the thumbnail.

Timesheet (weekly)

This thumbnail shows a spreadsheet template with a white header and a grid of cells. The text 'Timesheet (weekly)' is centered below the thumbnail.

Excel will load several templates for Weekly Timesheet. Let's click on the first one.

Account

Options



Home



New



Open

New

← Back

Weekly Timesheet



Weekly timesheet

TIME SHEET NOD PUBLISHERS

222 2nd Ave
Apt. 100
Bellevue, WA 98021
(502) 555-0123

Employee name: Shir Rosenstein
Manager name: Naoki Kaneko
Week starting: 1/18/2023

Day of week	Time in	Breaks (minutes)	Time out	Total (H:MM)	Regular (H:MM)	Overtime (H:MM)	Sick (H:MM)	Holiday (H:MM)	Vacation (H:MM)
Sat 08	9:00 AM	15	5:00 PM	8:45	8:00	0:45			
Sun 09	9:00 AM	30	5:45 PM	8:15	8:00	0:15			
Mon 10	9:00 AM	15	5:30 PM	8:45	8:00	0:45			
Tue 11	9:00 AM	45	5:30 PM	8:45	8:00	0:45			
Wed 12				8:00			0:00		
Thu 13				8:00					
Fri 14				8:00					
Total				32:00	2:30	0:00	0:00	0:00	0:00

Weekly timesheet

Provided by: [Vertex42](#)

A simple timesheet template can provide a budget-friendly time tracking solution for your business. This accessible timesheet, provided by [Vertex42.com](#), calculates the hours based on time in and time out, with breaks entered in minutes. You can allocate the hours as needed to regular and overtime. Hide the second week if you only need a weekly timecard. Delete the pay information if you only need to track time.



Create

In the window that opens, Excel tells you about this template and what it is best used for.



Home



New



Open

New

← Back

Weekly Timesheet



Weekly timesheet

Company Name _____

Street Address: _____ Week ending: _____

Address 2: _____ Employee: _____

Address 3: _____ Manager: _____

City, ST, ZIP: _____ Employee phone: _____

Phone: _____ Employee email: _____

Fax: _____ Fax (CN): _____

Email: _____

Day	In	Out	In	Out	Regular Hrs.	Overtime Hrs.	Sick Hrs.	Vacation Hrs.	Total
Monday	8:00	11:00	12:00	1:00	8.00	1.00			11.00
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total Hrs.					8.00	1.00			11.00
Hourly Rate					\$20.00	\$30.00			
Total Pay					\$160.00	\$30.00			\$190.00

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Weekly time sheet (8 1/2 x 11, landscape)

Provided by: [Microsoft Corporation](#)

Track your regular, overtime, sick, and vacation hours on a daily basis with this weekly timesheet; features a table with rows for each day of the week. This is an accessible template.



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

Account

Options

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Century Gothic, 11, Bold, Italic, Underline, Merge & Center, Wrap Text, General, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins, Analyze Data

AutoSave Off Save Undo Redo

N29 A B C D E F G H I J K L M N

Weekly time sheet

First Up Consultants

Street address: 111 1st Avenue

Address 2:

Address 3:

City, ST ZIP: Redmond, WA 54321

Phone: (415) 555-0123

Fax: (415) 555-0124

Email: first@firstupconsultants.com

Week ending: 11/25/2023

Employee: Miguel Reyes

Manager: Cordlie Hetu

Tax ID#: 123456789

Excel, will load your Weekly Timesheet Template, ready for you to use.

Day	In	Out	In	Out	Regular hrs.	Overtime hrs.	Sick hrs.	Vacation hrs.	Total
Monday	8:00	11:00	12:00	18:00	8.00	1.00			9.00
Tuesday									

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Century Gothic, 11, Bold, Italic, Underline, Merge & Center, General, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins, Analyze Data

AutoSave Off Save Undo Redo

A1

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

Weekly time sheet

Consultants

111 1st Avenue

Address 2: _____

Address 3: _____

City, ST ZIP: Redmond, WA 54321

Phone: (415) 555-0123

Fax: (415) 555-0124

Email: first@firstupconsultants.com

Week ending: 11/25/2023

Employee: Miguel Reyes

Manager: Cordie Hetu

Employee phone: (202) 555-0111

Create a Weekly Time Sheet in this worksheet.
Total Hours and Total Pay are automatically calculated

Cell A 1 tells you that with this template, total hours and total pay are automatically calculated.

Day	In	Out	In	Out	Regular hrs.	Overtime hrs.		
Monday	8:00	11:00	12:00	18:00	8.00	1.00		9.00
Tuesday								

Clipboard: Paste, Copy, Cut, Undo, Redo

Font: Century Gothic, 11, Bold, Italic, Underline, Color, Background Color, Text Color, Merge & Center

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Wrap Text

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Add-ins: Add-ins, Analyze Data

AutoSave: Off Save Undo Redo

A1

B C D E F G H I J K L M N

Weekly time sheet

Consultants

Create a Weekly Time Sheet in this worksheet. Total Hours and Total Pay are automatically calculated

111 1st Avenue

Address 2: _____

Address 3: _____

City, ST ZIP: Redmond, WA 54321

Phone: (415) 555-0123

Fax: (415) 555-0124

Email: first@firstupconsultants.com

Week ending: 11/25/2023

Employee: Miguel Reyes

Manager: Coralie Hetu

Employee phone: (202) 555-0111

To add additional timesheets for other employees, simply click in the top left corner of the workbook and press Ctrl C, to copy the timesheet.

Day	In	Out	In	Out	Regular hrs.	Overtime hrs.	Sick		
Monday	8:00	11:00	12:00	18:00	8.00	1.00			9.00
Tuesday									

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Century Gothic, 11, Bold, Italic, Underline, Merge & Center, Wrap Text, General, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins, Analyze Data

AutoSave Off Save Undo Redo

A1 fx

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

Weekly time sheet

Create a Weekly Time Sheet in this worksheet. Total Hours and Total Pay are automatically calculated

Consultants

111 1st Avenue

Address 2:

Address 3:

City, ST ZIP: Redmond, WA 54321

Phone: (415) 555-0123

Fax: (415) 555-0124

Email: first@firstupconsultants.com

Week ending: 11/25/2023

Manager: Coralie Hetu

Employee phone: (202) 555-0111

Employee email: miguel@firstupconsultants.com

Tax ID#: 123456789

Next, click on the plus sign to add a new sheet.

Day	In	Out	In	Out	Regular hrs.	Overtime hrs.	Sick hrs.	Vacation hrs.	Total
Monday	8:00	11:00	12:00	18:00	8.00	1.00			9.00
Tuesday									

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Century Gothic, 11, Bold, Italic, Underline, Merge & Center, Wrap Text, General, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Add-ins, Analyze Data

AutoSave Off Save Undo Redo

A1

B C D E F G H I J K L M N

Weekly time sheet

Consultants

Create a Weekly Time Sheet in this worksheet. Total Hours and Total Pay are automatically calculated

111 1st Avenue

Week ending: 11/25/2023

Address 2:

Employee: Miguel Reyes

Address 3:

Manager: Cordie Hetu

City, ST ZIP:

Redmond, WA 54321

Phone:

(415) 555-0123

Employee phone: (202) 555-0111

Fax:

(415) 555-0124

Email:

first@firstupconsultants.com

Click in the top left corner of the new sheet and press Ctrl V to paste in the new timesheet.

Day	In	Out	In	Out	Regular hrs	Overtime hrs	Sick hrs.	Vacation hrs.	Total
Monday	8:00	11:00	12:00	18:00	8.00	1.00			9.00
Tuesday					0.00				0.00

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