

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data

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Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to create a Meal Planner Template with shopping list, in Excel 365. Let's get started.

Don't Forget To Check Out My Recommended Excel Help Guides



[Excel Shortcuts Cheat Sheet, Keyboard Shortcut, Over 150 Excel Shortcut Keys, Non-Slip Desk mat pad, Large Excel Shortcut Mousepad \(35.4x15.74 in\).](#)



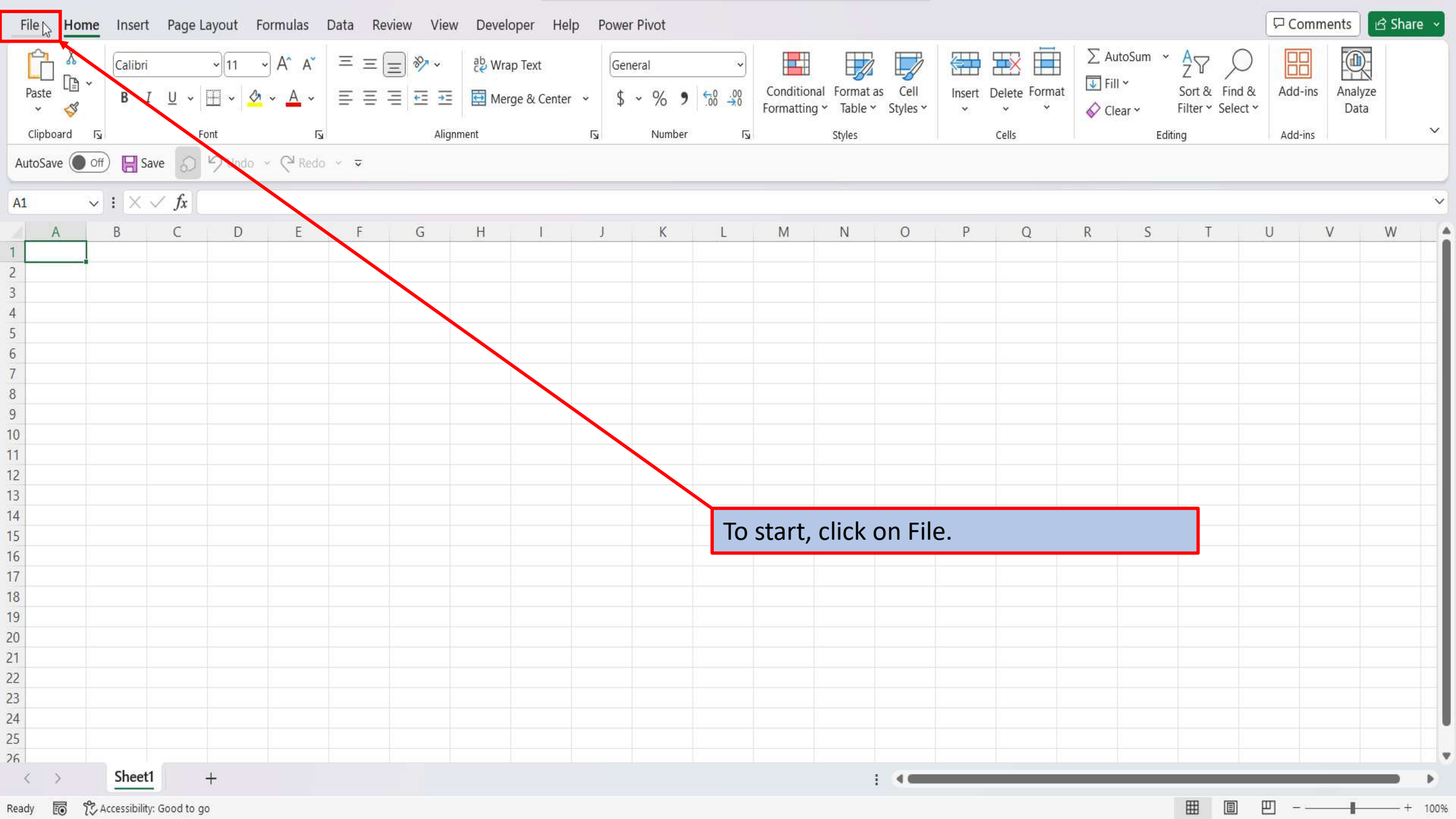
[Excel: The Complete Illustrative Guide for Beginners to Learning any Fundamental, Formula, Function and Chart in Less than 5 Minutes with Simple and Real-Life Examples](#)



[Excel Formulas QuickStudy Laminated Study Guide. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.](#)



[DeskGuide Pro Excel Cheat Sheet Desk Pad - Work Faster with Our Excel Shortcuts Mousepad - Smooth and Non-Slip Excel Shortcut Mat - 31.5" x 11.8" Excel Mouse Pad Shortcuts - 3mm Thick](#)



File

Home

Insert

Page Layout

Formulas

Data

Review

View

Developer

Help

Power Pivot

Comments

Share

Paste

Clipboard

Calibri

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Conditional Formatting

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Cell Styles

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AutoSave Off

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| 26 | | | | | | | | | | | | | | | | | | | | | | | |

To start, click on File.

Sheet1

Good morning



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

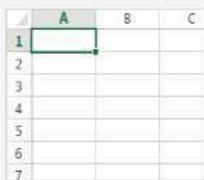
Publish

Close

Account

Options

New



Blank workbook



Weekly meal planner and g...



Any year calendar (single m...



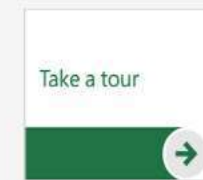
Weekly time sheet (8 1/2 x 1...



Trip planner (worksheet)



Student assignment planner



Welcome to Excel

Recent Pinned Shared with Me

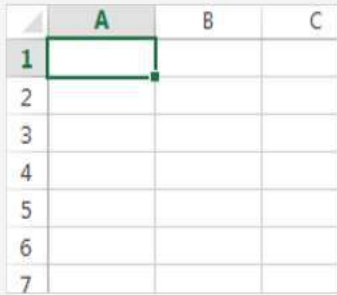
You haven't opened any workbooks recently. Click Open to browse for a workbook.

[More templates](#) →

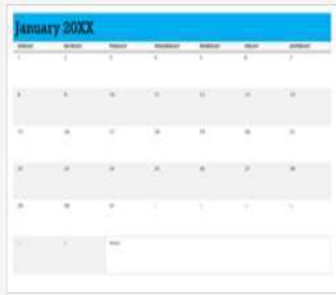
[More workbooks](#) →

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

New



Blank workbook



Any year calendar (single...



Weekly time sheet (8 1/2...



Trip planner (worksheet)



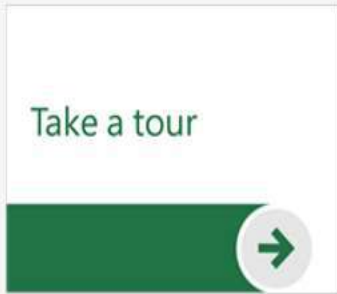
Student assignment plan...

Meal Planner



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

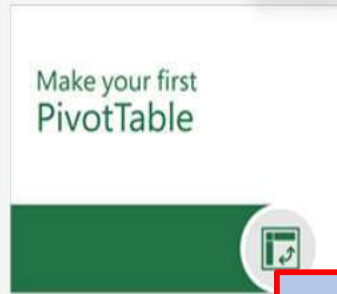
Start searching



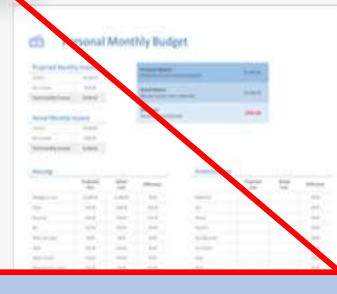
Welcome to Excel



Formula tutorial



PivotTable tutorial



In the search box on the left, type in Meal Planner. Hit enter, or click on the search icon.



- Home
- New
- Open
- Get Add-ins
- Info
- Save
- Save As
- Print
- Share
- Export
- Publish
- Close
- Account
- Options

New

← Back

meal planner



Simple meal planner



Weekly Meal planner



Weekly meal planner and...



Basic meal planner



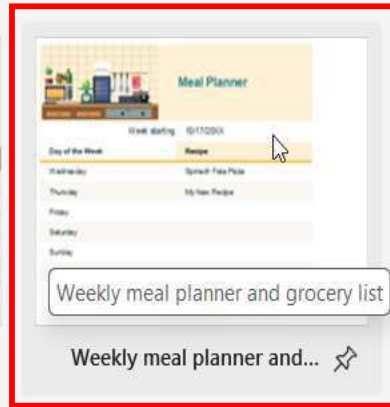
Group Event Planner

Excel will load several meal planner templates.

New

← Back

Meal Planner



Click on the template titled, Weekly meal planner and grocery list.



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

Publish

Close

Account

Options



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

New

← Back

Meal Planner



Simple meal p

| Day of the Week | Recipe |
|-----------------|--------------------|
| Wednesday | Spinach Feta Pizza |
| Thursday | My New Redpe |
| Friday | |
| Saturday | |
| Sunday | |
| Monday | |
| Tuesday | |

Weekly meal planner and grocery list

Provided by: [Microsoft Corporation](#)

Plan your weekly meals and create a weekly shopping list with this meal planning template to track your favorite recipes. Add the basic ingredients, or include more details like prep time and calories. Get organized for the week ahead and create a single shopping list with this meal planner and grocery list template. This is an accessible template.



Click on create.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Font (Arial, 11, Bold, Italic, Underline, Color, Background Color), Alignment (Left, Center, Right, Justify, Merge & Center), 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), Add-ins (Add-ins, Analyze Data)

AutoSave (Off) Save Undo Redo

121 fx

A B C D E F G H I

Meal planner toolkit

MEAL PLANNER RECIPE INDEX

About the weekly meal planner

Go paperless and store your favorite recipes in this digital recipe tracker!

Along with adding recipe ingredients and instructions, this template enables you to create a shopping list, share with friends, and create meals for a given week. Add tags for finding your recipe by searching for keywords.

Use the instructions on the right to help you get started.

How do I use the weekly meal planner?

The **Recipe Index** sheet is your central hub for viewing your recipes at-a-glance. To view a specific recipe, select the **Recipe Link** and quickly jump to the recipe details. To return to the **Recipe Index**, on each recipe worksheet, select navigation cell G1 to view **Recipe Index**.

How do I add my own recipes?

To get started, you can type over the Spinach Feta Pizza recipe we added as an example. Or, if you want to keep the scrumptious sample recipe and try it sometime. Copy the Empty Recipe worksheet, rename the tab to your recipe name, and add your new recipe information.

Add the new recipe to the end of **Recipe Index** list by typing the recipe name used in the tab. A link and recipe details get added automatically. Then on the **Recipe Card**, select the name of new recipe from the list to add the title to the card.

If you are using Excel online, create a new worksheet, copy and paste the **Empty Recipe** contents to that worksheet and rename the tab to the exact same name as the name you put in the **Recipe Index**.

Warning: The shopping list won't work if the **Recipe Index** Recipe Name and your recipe worksheet name are mismatched.

Tip: Use **Recipe Categories** worksheet to add categories such as "Main Course". This will help when searching for meals that are of a certain type. On that same worksheet, modify **Measurement Types** to make adding ingredients in the recipe worksheets easier.

Excel, will load your meal planner Template, ready for you to use.

How to use recipe tracker | Meal planner | Recipe index | Shopping list | Recipe categories | Share list | Empty recipe | Spinach feta pizza | My new recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Font (Arial, 11, Bold, Italic, Underline, Color, Background Color), Alignment (Left, Center, Right, Justify, Merge & Center), 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), Add-ins (Add-ins, Analyze Data)

AutoSave Off Save Undo Redo

121 fx

A B C D E F G H I

Meal planner toolkit

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If you are using Excel online, create a new worksheet, copy and paste the **Empty Recipe** contents to that worksheet and rename the tab to the exact same name as the name you put in the **Recipe Index**.

Warning: The shopping list won't work if the **Recipe Index** Recipe Name and your recipe worksheet name are mismatched.

Tip: Use **Recipe Categories** worksheet to add categories such as "**Main Course**". This will help when searching for meals that are of a certain type. On that same worksheet, modify **Measurement Types** to make adding ingredients in the recipe worksheets easier.

The first tab. (How to use recipe tracker), gives you step by step instructions on how to use your new meal planner.

How to use recipe tracker Meal planner Recipe index Shopping list Recipe categories Share list Empty recipe Spinach feta pizza My new recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 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

F21 fx

Meal Planner

Week starting 12/12/2023

| Day of the week | Recipe |
|-----------------|--------------------|
| Tuesday | Spinach feta pizza |
| Wednesday | My new recipe |
| Thursday | |
| Friday | |
| Saturday | |
| Sunday | |
| Monday | |

Select your recipe for each weekday. The weekdays are automatically adjusted based on the starting day of the week entered in cell C2.

The second tab, is your meal planner. This is where you choose what meal you want for each day of the week.

How to use recipe tracker **Meal planner** Recipe index Shopping list Recipe categories Share list Empty recipe Spinach feta pizza My new recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 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

C6 fx

| Day of the week | Recipe |
|-----------------|---|
| Tuesday | Spinach feta pizza |
| Wednesday | My new recipe |
| Thursday | <input type="text"/> |
| Friday | <ul style="list-style-type: none"> Empty recipe Spinach feta pizza My new recipe |
| Saturday | |
| Sunday | |
| Monday | |

RECIPE INDEX

Week starting 12/12/2023

Select your recipe for each weekday. The weekdays are automatically adjusted based on the starting day of the week entered in cell C2.

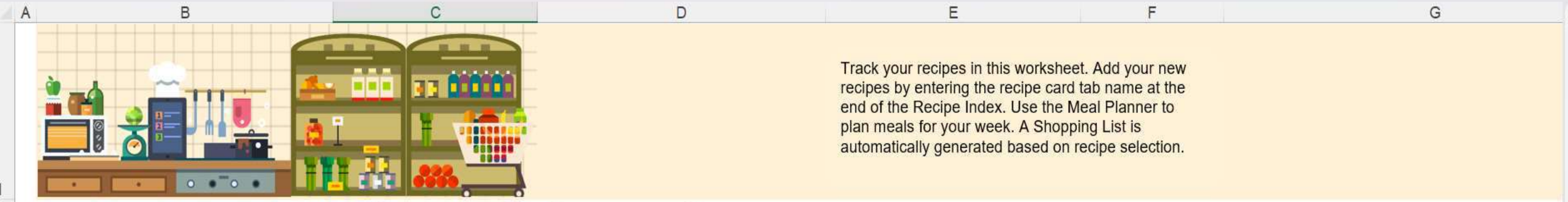
Just click on the cell for any given day, and use the dropdown menu to choose the meal that you would like for that day.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Merge & Center, 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

C20 fx



Recipe Index

MEAL PLANNER

RECIPE CATEGORIES

| Recipe Name | Recipe Link | Category | Tags |
|--------------------|--------------------------------|-------------|--------------------------------|
| Empty recipe | Select to view | Course Type | Tag 1, Tag 2, etc. |
| Spinach feta pizza | Select to view | Main Course | pizza, spinach, feta, cheese |
| My new recipe | Select to view | Appetizer | salmon, crackers, cream cheese |

The third tab, is your recipe index. When you add a new recipe on this page, it will automatically be linked to your recipe, and the meal planner page.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Merge & Center, 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

F31

A B C D E F G H I J K



Shopping List

RECIPE INDEX

Your shopping list is generated by the recipes selected on the Meal Planner worksheet. The amounts for repeated ingredients are aggregated in the amounts column of the table.

The list is sorted for your convenience but filter buttons on the table headings help you search for specific entries. Mark the items you need to buy in the Need to Buy? column.

| Item | Amount | Need to Buy? |
|-----------------------|--------------|--------------|
| Active dry yeast | 2 Teaspoons | Yes |
| Bread flour | 2 Cups | |
| Chopped fresh spinach | 2 Cups | |
| Crackers | 1 Box | |
| Cream cheese | 1 Package | |
| Crumbled feta cheese | 1/4 Cup | |
| Dried basil | 1/2 Teaspoon | |
| Fresh dill | 5 Sprig (s) | |

The fourth tab is your shopping list. When you add a meal to your meal planner page, the ingredients for that recipe will show up on your shopping list.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Merge & Center, 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

D5 fx

A B C D E F G H I J K



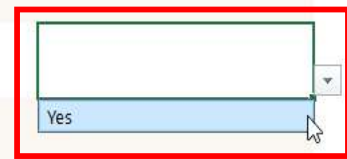
Shopping List

RECIPE INDEX

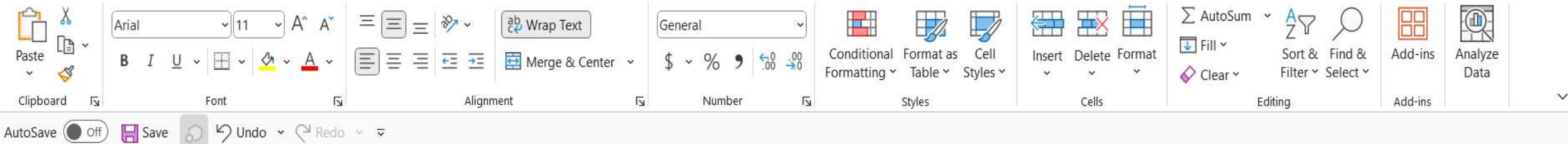
Your shopping list is generated by the recipes selected on the Meal Planner worksheet. The amounts for repeated ingredients are aggregated in the amounts column of the table.

The list is sorted for your convenience but filter buttons on the table headings help you search for specific entries. Mark the items you need to buy in the Need to Buy? column.

| Item | Amount | Need to Buy? |
|-----------------------|--------------|--------------|
| Active dry yeast | 2 Teaspoons | Yes |
| Bread flour | 2 Cups | |
| Chopped fresh spinach | 2 Cups | |
| Crackers | 1 Box | |
| Cream cheese | 1 Package | |
| Crumbled feta cheese | 1/4 Cup | |
| Dried basil | 1/2 Teaspoon | |
| Fresh dill | 5 Sprig (s) | |



Use the dropdown menu, in the (need to buy column) to choose "Yes", if it's an ingredient that you need to pick up at the store.



The ribbon contains the following groups and options:

- Clipboard:** Paste, Paste and Paste Options icons.
- Font:** Arial, 11, Bold (B), Italic (I), Underline (U), Text Color, Background Color, Font Color, Font Face, Font Size, Bold, Italic, Underline, Text Color, Background Color, Font Color.
- Alignment:** Wrap Text, Merge & Center, Left, Center, Right, Justify, Indent Left, Indent Right, Decrease Indent, Increase Indent.
- Number:** General, Currency (\$), Percentage (%), Thousand Separator (comma), Increase Decimal, Decrease Decimal.
- 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.

F25

| Recipe categories | | RECIPE INDEX |
|-------------------|------------------|--------------|
| Category type | Measurement type | |
| Appetizer | Box | |
| Beverage | Bunch | |
| Bread | Clove | |
| Casserole | Cup | |
| Dessert | Cups | |
| Kid's kitchen | Large | |
| Main course | Medium | |
| Salad | Ounce | |
| Sandwich | Package | |
| Side dish | Pinch | |
| | Small | |
| | Sprig (s) | |
| | Tablespoon | |
| | Tablespoons | |
| | Teaspoon | |

The Recipe Categories page is where you add your categories for different types of recipes. This will help when searching for meals that are of a certain type. On this same worksheet, modify Measurement Types to make adding ingredients in the recipe worksheets easier.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Merge & Center, 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

J20

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

Share list

RECIPE INDEX

Share this list with others so they can RSVP. Select Share in the upper right or press ALT and then press "Z" followed by "S". Save the file to OneDrive and send the link to your friends.



| Name | Email | Shared? |
|--------------|--|---------|
| Kai Carter | kai@example.com | Yes |
| Nazar Neill | nazar@example.com | No |
| Avery Howard | avery@example.com | |

The Share List page is where you can add the names and email addresses of friends and family to easily share your meal planner with them.

How to use recipe tracker Meal planner **Recipe index** Shopping list Recipe categories **Share list** Empty recipe Spinach feta pizza My new recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Merge & Center, 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

G22 fx

| | A | B | C | D | E | F | G | H | I | J |
|----|---|--|---------------------|--------------------|-------------------|--|-------------------------------------|---|---|---|
| 1 | | | Empty recipe | | | Course Type | RECIPE INDEX | | | |
| 2 | | | Amount | Measurement | Ingredient | Directions | Preparation time | | | |
| 3 | | | | | | Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet. | Enter preparation time in this cell | | | |
| 4 | | | | | | Enter recipe directions in this cell. Enter Ingredients, measurements and amounts in cells at left. Press ALT+Enter to add new paragraphs in this cell. | Enter preparation time in this cell | | | |
| 5 | | Calories | | | | Enter Preparation Time, Cook Time and Yield (Servings) in cells at right. Change the stock photo in column B to a photo of your recipe, then enter Calories, Recipe Tags and Comments in cells under | Cook time | | | |
| 6 | | Enter calories for the recipe in this cell | | | | Recipe tags help you search for recipes by quality in the Recipe Index | Enter yield (servings) in this cell | | | |
| 7 | | Recipe tags | | | | Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy. | Yield (servings) | | | |
| 8 | | Tag 1, Tag 2, etc. | | | | | Enter yield (servings) in this cell | | | |
| 9 | | Comments | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |

The Empty Recipe page allows you to easily add new recipes.

Empty recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Merge & Center, 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

G23

| Amount | Measurement | Ingredient | Directions | Preparation time |
|--------|-------------|------------------------|--|------------------|
| 2 | Tablespoons | Olive or canola oil | In bread machine, place the first five ingredients on order suggested by manufacturer. | 45 Minutes |
| 1/2 | Teaspoon | Salt | Select dough setting. Check dough after 5 minutes of mixing: add 1 to 2 tablespoons of water or flour if needed. | |
| 2 | Cups | Bread flour | When cycle is complete, turn dough onto a lightly flowered surface. Knead for 1 minute. | Cook time |
| 2 | Teaspoons | Active dry yeast | | |
| 3/4 | Cup | Warm water | Cover and let rest for 15 minutes. | Yield (servings) |
| 1 | Clove | Minced garlic | Roll into a 12-in. pizza pan and place until puffed, about 20 minutes. | |
| 1/8 | Teaspoon | Garlic salt | Sprinkle with garlic and garlic salt. Top with spinach, onion, mushrooms, cheeses, and basil. | |
| 2 | Cups | Chopped fresh spinach | Bake at 400 degrees F for 35-40 minutes or until crust is golden and cheese is melted. | 6 servings |
| 1 | Small | Red onion | | |
| 1 | Cup | Sliced fresh mushrooms | Let stand for 5 minutes before slicing. | |



Spinach feta pizza

Main Course

RECIPE INDEX

Calories

287

Recipe tags

pizza, spinach, feta, cheese

Comments

This meal planner template, starts you out with a recipe for Spinach Feta Pizza.

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AutoSave Off Save Undo Redo

F23

A B C D E F G H I J



My New Recipe

Appetizer

RECIPE INDEX

| Amount | Measurement | Ingredient | Directions |
|--------|-------------|--------------------------|---|
| 1 | Box | Crackers | Using a knife, smear desired amount of cream cheese onto one side of a cracker. |
| 1 | Package | Cream cheese | Place a small slice of smoked salmon on top of the cream cheese. |
| 1 | Package | Smoked salmon | Add several drops of honey mustard dill sauce on top of the salmon. |
| 1 | Tablespoon | Honey mustard-dill sauce | |
| 5 | Sprig (s) | Fresh dill | Top with a small amount of |

Preparation Time

5 Minutes

Calories

60

Recipe tags

salmon, crackers, cream cheese

Comments

The My new recipe page gives you a template to follow when adding a new recipe to your meal planner.

Yield (Servings)

12 Servings

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AutoSave Off Save Undo Redo

F23

A B C D E F G H I J



My New Recipe

Appetizer

RECIPE INDEX

| Amount | Measurement | Ingredient | Directions |
|--------|-------------|--------------------------|---|
| 1 | Box | Crackers | Using a knife, smear desired amount of cream cheese onto one side of a cracker. |
| 1 | Package | Cream cheese | Place a small slice of smoked salmon on top of the cream cheese. |
| 1 | Package | Smoked salmon | Add several drops of honey mustard-dill sauce to the salmon. |
| 1 | Tablespoon | Honey mustard-dill sauce | |
| 5 | Sprig (s) | Fresh dill | Top with a small amount of dill. |

Using a knife, smear desired amount of cream cheese onto one side of a cracker.

Place a small slice of smoked salmon on top of the cream cheese.

Add several drops of honey mustard-dill sauce to the salmon.

Top with a small amount of dill.

Preparation Time

5 Minutes

0 Minutes

Yield (Servings)

12 Servings

Calories

60

Recipe tags

salmon, crackers, cream cheese

Comments

Let's add a new recipe. Click on the Empty recipe tab.

Empty recipe

How to use recipe tracker Meal planner Recipe index Shopping list Recipe categories Share list Spinach feta pizza My new recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Font (Arial, 11, Bold, Italic, Underline, Color, Background Color), Alignment (Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center), Number (General, Currency, Percentage, Thousand Separator, Increase Decimal, Decrease Decimal), 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 On Save Undo Redo

A1 B C D E F G H I J

Empty recipe Course Type **RECIPE INDEX**

| Amount | Measurement | Ingredient | Directions | Preparation time |
|--------|-------------|------------|---|--------------------------------------|
| | | | Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet. | Enter preparation time in this cell. |
| | | | Enter recipe directions in this cell. Enter Ingredients measurements and to add new paragraphs. | |
| | | | Enter Preparation Time cells at right. Change the stock photo in column B to a photo of your recipe, then enter Calories, Recipe Tags and Comments in cells underneath. | Enter cook time in this cell. |
| | | | Recipe tags help you search for a recipe with a specific quality in the Recipe Index worksheet. | |
| | | | Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy. | Yield (servings) |
| | | | | Enter yield (servings) in this cell. |

Calories
Enter calories for the recipe in this cell

Recipe tags
Tag 1, Tag 2, etc.

Comments


Click on the top left corner of the page to select the whole page.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Font Color, Background Color, Text Color, Wrap Text, 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 On Save Undo Redo

A1

| | A | B | C | D | E | F | G | H | I | J | |
|----|---|--|---------------------|--------------------|-------------------|---|--|---------------------|---|---|--|
| 1 | |  | Empty recipe | | | | Course Type | RECIPE INDEX | | | |
| 2 | | | Amount | Measurement | Ingredient | Directions | Preparation time | | | | |
| 3 | | | | | | Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet. | Enter preparation time in this cell | | | | |
| 4 | | | | | | Enter recipe directions in this cell. Enter Ingredients, measurements and amounts in cells at left. Press ALT+Enter to add new paragraphs in this cell. | Enter cook time in this cell | | | | |
| 5 | | Calories | | | | | Enter calories for the recipe in this cell | | | | |
| 6 | | | | | | | Enter calories for the recipe in this cell | | | | |
| 7 | | Recipe tags | | | | | Enter cook time in this cell | | | | |
| 8 | | | | | | Recipe tags help you search for a recipe with a specific quality in the Recipe Index worksheet. | Enter cook time in this cell | | | | |
| 9 | | Tag 1, Tag 2, etc. | | | | | Enter yield (servings) in this cell | | | | |
| 10 | | | | | | Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy. | Yield (servings) | | | | |
| 11 | | Comments | | | | | Enter yield (servings) in this cell | | | | |

Create a new recipe using this Empty Recipe template. To begin, create a copy of this worksheet and name the new worksheet the same name as the recipe, then enter recipe contents on the new worksheet

Press Ctrl + C to copy the page.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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AutoSave On Save Undo Redo

A1

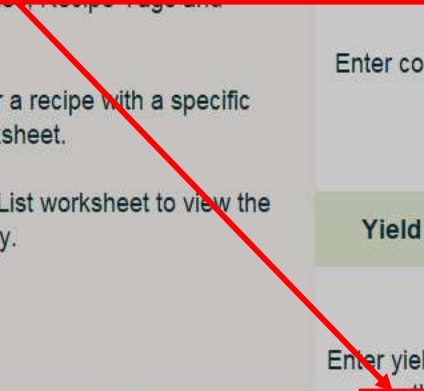
Empty recipe Course Type RECIPE INDEX

| Amount | Measurement | Ingredient | Directions | Preparation time |
|--------|-------------|------------|---|-------------------------------------|
| | | | Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet. | Enter preparation time in this cell |
| | | | Enter recipe directions in this cell. Enter Ingredients, measurements and amounts in cells at left. Press ALT+Enter to add new paragraphs in this cell. | Enter cook time in this cell |
| | | | Enter your recipe's name, serving size, recipe tags and Comments in cells underneath. | Enter cook time in this cell |
| | | | Recipe tags help you search for a recipe with a specific quality in the Recipe Index worksheet. | Enter cook time in this cell |
| | | | Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy. | Yield (servings) |
| | | | | Enter yield (servings) in this cell |



Create a new recipe using this Empty Recipe template. To begin, create a copy of this worksheet and name the new worksheet the same name as the recipe, then enter recipe contents on the new worksheet

Click on the plus sign, next to the "My new recipe" tab.



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AutoSave On Save Undo Redo

A1

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On the new page that is created, click on the top left corner to select the page.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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AutoSave On Save Undo Redo

J22 fx



Empty recipe

Amount Measurement Ingredient

Directions

Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet.

Enter recipe directions in this cell. Enter Ingredients, measurements and amounts in cells at left. Press ALT+Enter to add new paragraphs in this cell.

Enter Preparation Time, Cook Time and Yield (Servings) in cells at right. Change the stock photo in column B to a photo of your recipe, then enter Calories, Recipe Tags and

Course Type



Enter preparation time in this cell

Cook time

Enter cook time in this cell

Yield (servings)

Enter yield (servings) in this cell


Press Ctrl + V to paste the empty recipe page into your new recipe. You may need to resize the images by clicking on them and dragging them up so they fit the recipe page.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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

AutoSave On Save Undo Redo

Recipe Co... fx

| | A | B | C | D | E | F | G | H | I | J |
|----|--|--|---------------|--------------------|-------------------|--------------------|---------------------|---|---|---|
| 1 |  | Empty recipe | | | | Course Type | RECIPE INDEX | | | |
| 2 | | | Amount | Measurement | Ingredient | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | Calories | | | | | | | | |
| 6 | | Enter calories for the recipe in this cell | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | Recipe tags | | | | | | | | |
| 9 | | Tag 1, Tag 2, etc. | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | Comments | | | | | | | | |

Right click on the Sheet 1 tab, and select Rename.

- Insert...
- Delete
- Rename**
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color >
- Hide
- Unhide...
- Select All Sheets
- Link to this Sheet
- Show Changes

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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AutoSave On Save Undo Redo

G23 fx

| | | | | | | | | | | |
|----|--|--|--------------------|-------------------|--|---------------------|-------------------------------------|--|--|--|
| | | Empty recipe | | | Course Type | RECIPE INDEX | | | | |
| 1 | | | | | | | Preparation time | | | |
| 2 | | Amount | Measurement | Ingredient | Directions | | Enter preparation time in this cell | | | |
| 3 | | | | | Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet. | | | | | |
| 4 | | | | | Enter recipe directions in this cell. Enter Ingredients. | | | | | |
| 5 | | Calories | | | Type in the name of your new recipe. We will name this one, Chicken Pot Pie. | | | | | |
| 6 | | Enter calories for the recipe in this cell | | | cells at right. Change the stock photo in column B to a photo of your recipe, then enter Calories, Recipe Tags and Comments in cells underneath. | | | | | |
| 7 | | Recipe tags | | | Recipe tags help you search for a recipe with a specific quality in the Recipe Index worksheet. | | Enter cook time in this cell | | | |
| 8 | | Tag 1, Tag 2, etc. | | | Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy. | | | | | |
| 9 | | Comments | | | | | Yield (servings) | | | |
| 10 | | | | | | | Enter yield (servings) in this cell | | | |
| 11 | | | | | | | | | | |


Type in the name of your new recipe. We will name this one, Chicken Pot Pie.

Meal planner Recipe index Shopping list Recipe categories Share list Empty recipe **Chicken Pot Pie** Spinach feta pizza My new recipe



AutoSave On Save Undo Redo

G23 fx

| | A | B | C | D | E | F | G | H | I | J |
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| 1 | |  | Empty recipe | | | Course Type | RECIPE INDEX | | | |
| 2 | | | Amount | Measurement | Ingredient | Directions | Preparation time | | | |
| 3 | | | | | | Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet. | | | | |
| 4 | | | | | | Enter recipe directions in this cell. Enter Ingredients, | Enter preparation time in this cell | | | |
| 5 | | Calories | | | | Next, click on Recipe index. | | | | |
| 6 | | Enter calories for the recipe in this cell | | | | Enter Preparation Time, Cook Time and Yield (Servings) in cells at right. Change the stock photo in column B to a photo of your recipe, then enter Calories, Recipe Tags and Comments in cells underneath. | Cook time | | | |
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| 10 | | | | | | | | | | |
| 11 | | Comments | | | | | | | | |

Meal planner **Recipe index** Shopping list Recipe categories Share list Empty recipe Chicken Pot Pie Spinach feta pizza My new recipe

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B7 fx

A B C D E F G



Track your recipes in this worksheet. Add your new recipes by entering the recipe card tab name at the end of the Recipe Index. Use the Meal Planner to plan meals for your week. A Shopping List is automatically generated based on recipe selection.

Recipe Index

MEAL PLANNER

RECIPE CATEGORIES

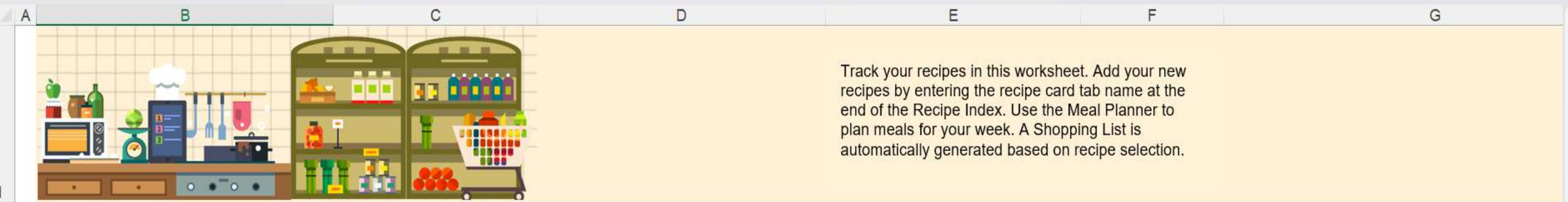
Click on the first empty cell under recipe name.

| Recipe Name | Recipe Link | Category | Tags | Calories | Comments |
|----------------------|----------------|-------------|--------------------------------|----------|---|
| Empty recipe | Select to view | Course Type | Tag 1, Tag 2, etc. | | Do not delete this recipe worksheet |
| Spinach feta pizza | Select to view | Main Course | pizza, spinach, feta, cheese | 287 | Family enjoyed this recipe. Must make it again! |
| My new recipe | Select to view | Appetizer | salmon, crackers, cream cheese | 60 | A recipe in progress |
| <input type="text"/> | | | | | |

Clipboard Font Alignment Number Styles Cells Editing Add-ins

AutoSave On Save Undo Redo

B7 : X ✓ fx Chicken Pot Pie



Track your recipes in this worksheet. Add your new recipes by entering the recipe card tab name at the end of the Recipe Index. Use the Meal Planner to plan meals for your week. A Shopping List is automatically generated based on recipe selection.

Recipe Index

MEAL PLANNER RECIPE CATEGORIES

Type in the name of your new recipe, "Chicken Pot Pie," and hit enter.

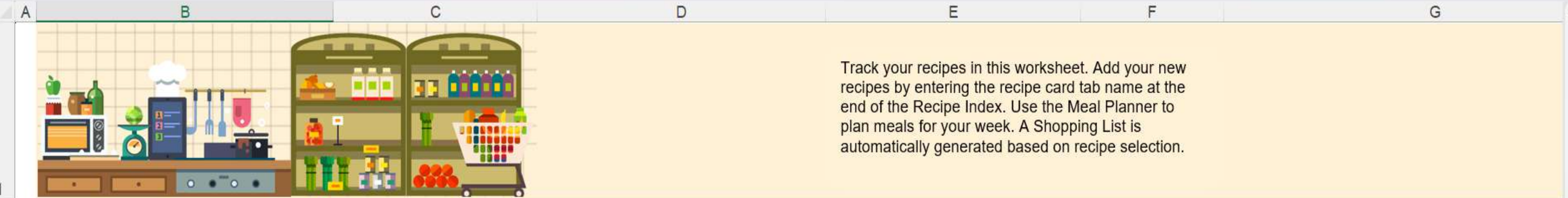
| Recipe Name | Recipe Link | Category | Tags | Calories | Comments |
|--------------------|----------------|-------------|--------------------------------|----------|---|
| Empty recipe | Select to view | Course Type | Tag 1, Tag 2, etc. | | Do not delete this recipe worksheet |
| Spinach feta pizza | Select to view | Main Course | pizza, spinach, feta, cheese | 287 | Family enjoyed this recipe. Must make it again! |
| My new recipe | Select to view | Appetizer | salmon, crackers, cream cheese | 60 | A recipe in progress |
| Chicken Pot Pie | | | | | |

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AutoSave On Save Undo Redo

B8



Track your recipes in this worksheet. Add your new recipes by entering the recipe card tab name at the end of the Recipe Index. Use the Meal Planner to plan meals for your week. A Shopping List is automatically generated based on recipe selection.

Recipe Index

MEAL PLANNER RECIPE CATEGORIES

Excel automatically links this to your recipe page and auto populates the information for this recipe.

| Recipe Name | Recipe Link | Category | | Comments |
|--------------------|--------------------------------|-------------|--------------------------------|---|
| Empty recipe | Select to view | Course Type | Tag 1, Tag 2, etc. | Do not delete this recipe worksheet |
| Spinach feta pizza | Select to view | Main Course | pizza, spinach, feta, cheese | 287 Family enjoyed this recipe. Must make it again! |
| My new recipe | Select to view | Appetizer | salmon, crackers, cream cheese | 60 A recipe in progress |
| Chicken Pot Pie | Select to view | Course Type | Tag 1, Tag 2, etc. | Do not delete this recipe worksheet |

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