

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

AutoSave Off Save Undo Redo

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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.

Clipboard: Paste, Copy, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, 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, 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: Off, Save, Undo, Redo

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To start, click on File.

# Good morning



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

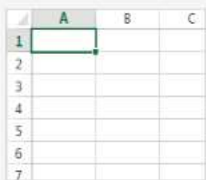
Publish

Close

Account

Options

New



Blank workbook



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

Search

Recent Pinned Shared with Me

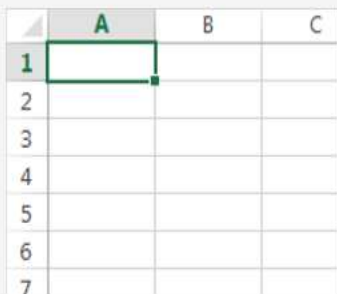
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On the right side of the home screen, click on more templates.

# New



Blank workbook



Any year calendar (single...



Weekly time sheet (8 1/2...



Trip planner (worksheet)



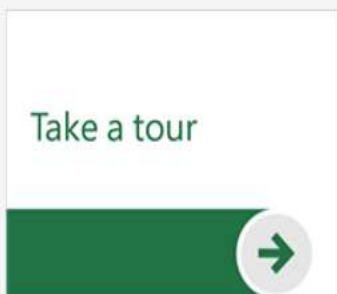
Student assignment plan...

Meal Planner



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

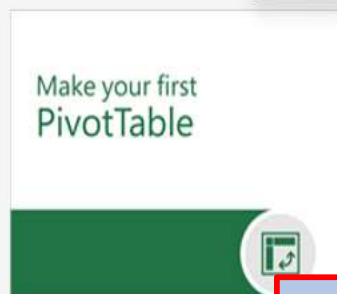
Start searching



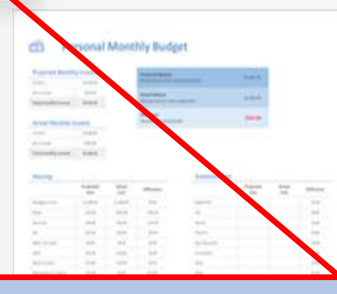
Welcome to Excel



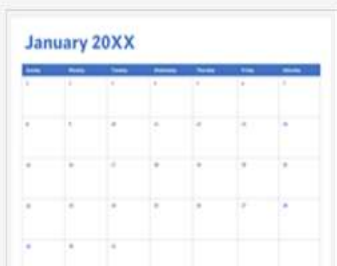
Formula tutorial



PivotTable tutorial



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



Account

Options

New

← Back

meal planner



Simple meal planner



Weekly Meal planner



Weekly meal planner and...



Basic meal planner



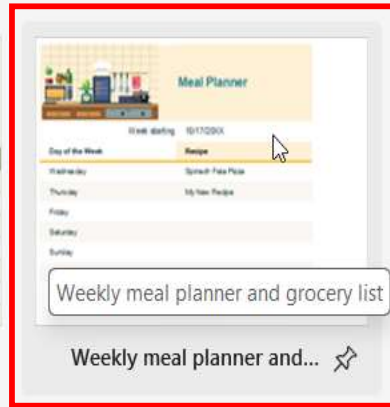
Group Event Planner

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

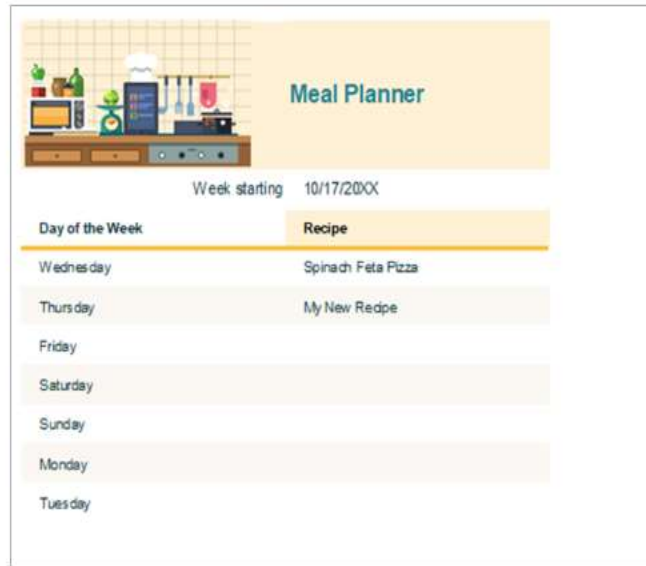
# New

← Back

Meal Planner



Simple meal p



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

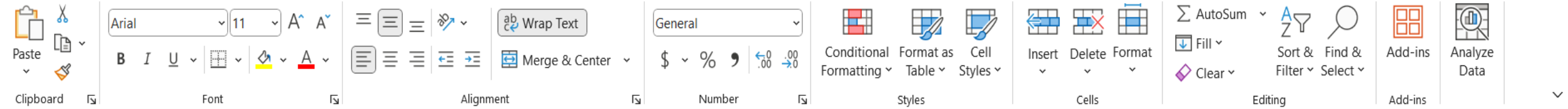
## Weekly meal planner and grocery list

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.



AutoSave Off Save Undo Redo

I21

## 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

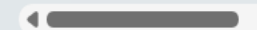
Empty recipe

Spinach feta pizza

My new recipe

+

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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.

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**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**

RECIPE INDEX

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.

Meal planner

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 11, Bold, Italic, Underline, Paragraph, 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 Off Save Undo Redo

C6

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RECIPE INDEX

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.

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.

Empty recipe  
Spinach feta pizza  
My new recipe



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

Recipe Name	Recipe Link	Category	Tags
Empty recipe	<a href="#">Select to view</a>	Course Type	Tag 1, Tag 2, etc.
Spinach feta pizza	<a href="#">Select to view</a>	Main Course	pizza, spinach, feta, cheese
My new recipe	<a href="#">Select to view</a>	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

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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

AutoSave Off Save Undo Redo

D5

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)	

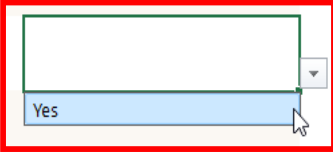


# Shopping List

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.



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.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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AutoSave Off Save Undo Redo

F25

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

# 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.

Recipe categories

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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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	<a href="mailto:kai@example.com">kai@example.com</a>	Yes
Nazar Neill	<a href="mailto:nazar@example.com">nazar@example.com</a>	No
Avery Howard	<a href="mailto:avery@example.com">avery@example.com</a>	

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, 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

G22

Empty recipe		Course Type		RECIPE INDEX
Amount	Measurement	Ingredient	Directions	Preparation time
			<p>Copy this worksheet to enter a new recipe. Rename the tab, the same name from the Recipe Index worksheet.</p> <p>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.</p> <p>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.</p> <p>Recipe tags help you search for recipes by quality in the Recipe Index.</p> <p>Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy.</p>	<p>Enter preparation time in this cell</p>
<p><b>Calories</b></p> <p>Enter calories for the recipe in this cell</p>				<p><b>Cook time</b></p>
<p><b>Recipe tags</b></p> <p>Tag 1, Tag 2, etc.</p>				<p><b>Yield (servings)</b></p> <p>Enter yield (servings) in this cell</p>
<p><b>Comments</b></p>				

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

Empty recipe

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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.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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F23

A B C D E F G H I J



# My New Recipe

## Appetizer

RECIPE INDEX

Amount	Measurement	Ingredient	Directions	Preparation Time
--------	-------------	------------	------------	------------------

1	Box	Crackers	Using a knife, smear desired amount of cream cheese onto one side of a cracker.	5 Minutes
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	

### Calories

60

### Recipe tags

salmon, crackers, cream cheese

### Comments

### Yield (Servings)

12 Servings

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

My new recipe

Clipboard Font Alignment Number Styles Cells Editing Add-ins

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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.  Place a small slice of smoked salmon on top of the cream cheese.  Add several drops of honey mustard-dill sauce on top of the salmon.  Top with a small amount of dill.
1	Package	Cream cheese	
1	Package	Smoked salmon	
1	Tablespoon	Honey mustard-dill sauce	
5	Sprig (s)	Fresh dill	

Directions

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 on top of 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), 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 On Save Undo Redo

A1 X ✓ fx

**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 cook time in this cell
			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.	
			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**

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 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, Text Color, Background Color, Font 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

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	A	B	C	D	E	F	G	H	I	J	
1			<b>Empty recipe</b>				Course Type	<b>RECIPE INDEX</b>			
2			<b>Amount</b>	<b>Measurement</b>	<b>Ingredient</b>	<b>Directions</b>	<b>Preparation time</b>				
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		<b>Calories</b>						Enter calories for the recipe in this cell			
6								Enter cook time in this cell			
7		<b>Recipe tags</b>						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 cook time in this cell			
10		<b>Comments</b>						<b>Yield (servings)</b>			
11							Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy.	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

Paste, Arial 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Paragraph, 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 fx

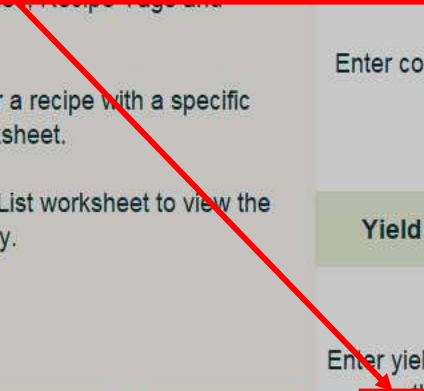
**Empty recipe** Course Type RECIPE INDEX

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 short name, category, 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.



Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 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 On Save Undo Redo

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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

AutoSave On Save Undo Redo

Comments Share

J22



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



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

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1		<b>Empty recipe</b>				<b>Course Type</b>	<b>RECIPE INDEX</b>			
2			<b>Amount</b>	<b>Measurement</b>	<b>Ingredient</b>					
3										
4										
5		<b>Calories</b>								
6		Enter calories for the recipe in this cell								
7										
8		<b>Recipe tags</b>								
9		Tag 1, Tag 2, etc.								
10										
11		<b>Comments</b>								

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

Paste, Font: Arial 11, Bold, Italic, Underline, Paragraph, Merge & Center, Number: General, Currency, Percentage, Thousand Separator, Thousandths, 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

G23 fx

	A	B	C	D	E	F	G	H	I	J
1			<b>Empty recipe</b>				Course Type	<b>RECIPE INDEX</b>		
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				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

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 On Save Undo Redo

G23 fx

	A	B	C	D	E	F	G	H	I	J
1		<b>Empty recipe</b>				<b>Course Type</b>	<b>RECIPE INDEX</b>			
2			<b>Amount</b>	<b>Measurement</b>	<b>Ingredient</b>	<b>Directions</b>	<b>Preparation time</b>			
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		<b>Calories</b>				<b>Next, click on Recipe index.</b>				
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.	<b>Cook time</b>			
7						Recipe tags help you search for a recipe with a specific quality in the Recipe Index worksheet.	Enter cook time in this cell			
8		<b>Recipe tags</b>				Select a recipe on the Grocery List worksheet to view the ingredients you may need to buy.	<b>Yield (servings)</b>			
9		Tag 1, Tag 2, etc.					Enter yield (servings) in this cell			
10										
11		<b>Comments</b>								

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

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste, Arial 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 On Save Undo Redo

B7

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					

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 On Save Undo Redo

B8

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

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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