

Clipboard: Paste, Copy, Cut, Paste with Icons

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

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

Number: General, Currency, Percentage, Thousand Separator, Decimal Places

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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25																							
26																							

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

Clipboard: Paste, Copy, Cut, Paste with icons

Font: Aptos Narrow, 11, Bold, Italic, Underline, Color, Background Color, Text Color

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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 afternoon



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

Publish

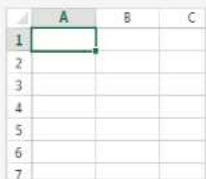
Close

Account

Update License

Options

New



Blank workbook



Blood pressure and glucose...



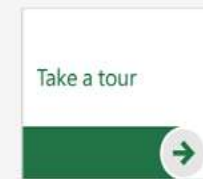
Any year calendar (single m...



Trip planner (worksheet)



Student assignment planner



Welcome to Excel



Formula tutorial

Search

Recent Pinned Shared with Me

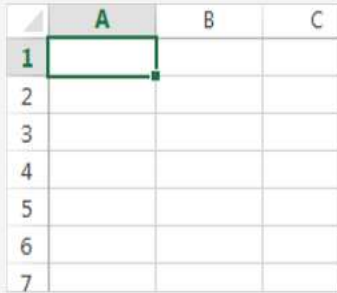
You haven't opened any workbooks recently. Click Open to browse for a workbook.

[More templates](#) →

[More workbooks](#) →

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

New



Blank workbook



Blood pressure and gluco...



Any year calendar (single...



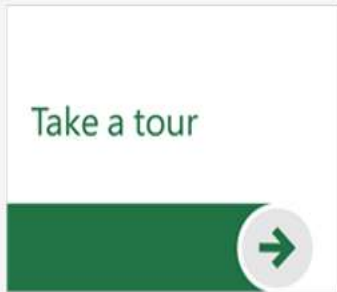
Trip planner (worksheet)



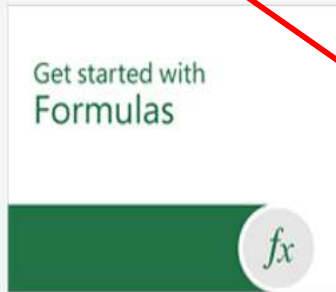
Student assignment plan...

Home Inventory 

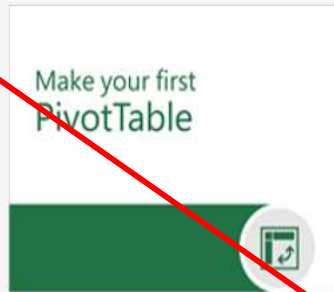
Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



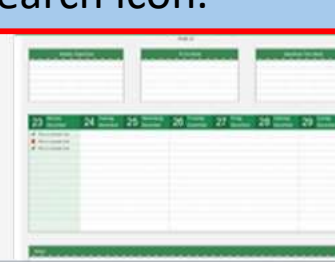
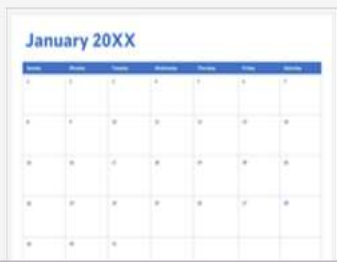
Welcome to Excel



Formula tutorial



PivotTable tutorial



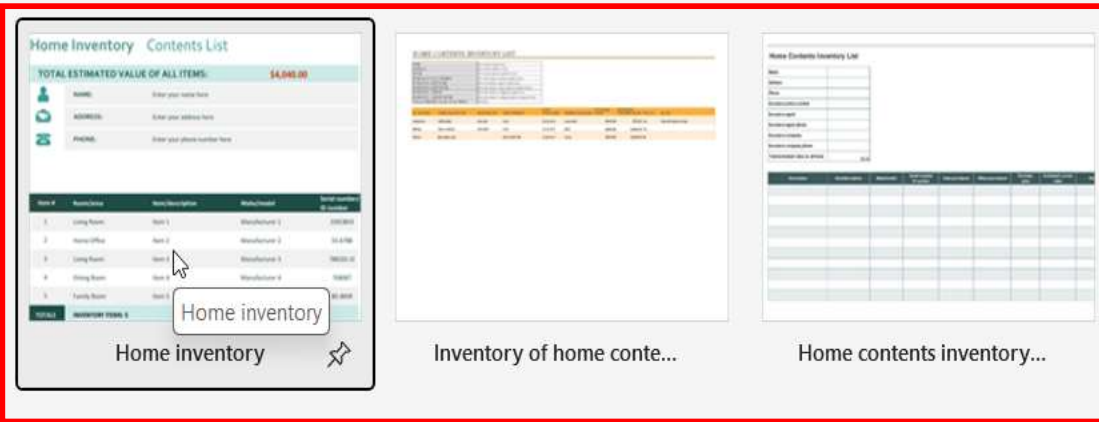
In the search box on the left, type in Home Inventory. Hit enter, or click on the search icon.

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

New

← Back

Home Inventory 



The image shows three Excel templates for Home Inventory. The first template, titled "Home Inventory Contents List", features a summary section with a "TOTAL ESTIMATED VALUE OF ALL ITEMS" of \$4,040.00, followed by input fields for NAME, ADDRESS, and PHONE. Below this is a table with columns for Item #, Room/Room Number, Item/Description, and Unit/Quantity. The second template, "Inventory of home conte...", displays a table with columns for Item #, Room/Room Number, Item/Description, and Unit/Quantity. The third template, "Home contents inventory...", shows a table with columns for Item #, Room/Room Number, Item/Description, and Unit/Quantity. A red box highlights these three templates, and a red arrow points from a text box to the first template.

Excel will load several templates for Home Inventory.

New

← Back Home Inventory 🔍

Home Inventory Contents List

TOTAL ESTIMATED VALUE OF ALL ITEMS: \$4,040.00

NAME:

ADDRESS:

PHONE:

Item #	Item Name	Room/Location	Make/Model	Serial Number	Est. Value
1	Living Room	Room 1	Manufacturer 1	12345678	\$1,000.00
2	Home Office	Room 2	Manufacturer 2	87654321	\$2,000.00
3	Living Room	Room 1	Manufacturer 3	98765432	\$800.00
4	Dining Room	Room 3	Manufacturer 4	56789012	\$240.00
5	Family Room	Room 4	Manufacturer 5	34567890	\$0.00
TOTAL	Inventory Items: 5				\$4,040.00

Home inventory ↗

Home Contents Inventory List

Item #	Item Name	Room/Location	Make/Model	Serial Number	Est. Value
1	Living Room	Room 1	Manufacturer 1	12345678	\$1,000.00
2	Home Office	Room 2	Manufacturer 2	87654321	\$2,000.00
3	Living Room	Room 1	Manufacturer 3	98765432	\$800.00
4	Dining Room	Room 3	Manufacturer 4	56789012	\$240.00
5	Family Room	Room 4	Manufacturer 5	34567890	\$0.00

Inventory of home conte...

Home Contents Inventory List

Item #	Item Name	Room/Location	Make/Model	Serial Number	Est. Value
1	Living Room	Room 1	Manufacturer 1	12345678	\$1,000.00
2	Home Office	Room 2	Manufacturer 2	87654321	\$2,000.00
3	Living Room	Room 1	Manufacturer 3	98765432	\$800.00
4	Dining Room	Room 3	Manufacturer 4	56789012	\$240.00
5	Family Room	Room 4	Manufacturer 5	34567890	\$0.00

Home contents inventory...

Let's click on the first one.



Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

Publish

Close

Account

Update License

Options

New

← Back

Home Inventory



Home inven

Home Inventory Contents List

TOTAL ESTIMATED VALUE OF ALL ITEMS: \$4,040.00

NAME: Enter your name here

ADDRESS: Enter your address here

PHONE: Enter your phone number here

Item #	Room/area	Item/description	Make/model	Serial number/ ID number
1	Living Room	Item 1	Manufacturer 1	33XCBH3
2	Home Office	Item 2	Manufacturer 2	55-678B
3	Living Room	Item 3	Manufacturer 3	786555-13
4	Dining Room	Item 4	Manufacturer 4	768087
5	Family Room	Item 5	Manufacturer 5	80-JBNR
TOTALS	INVENTORY ITEMS: 5			

Home inventory
 Provided by: Microsoft Corporation

Use this accessible template to keep track of all the stuff in your home by room and value. It also gives you information on your insurance company and agent.



Create



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

New

← Back

Home Inventory



Home inven

Home Inventory Contents List

TOTAL ESTIMATED VALUE OF ALL ITEMS: \$4,040.00

NAME: Enter your name here

ADDRESS: Enter your address here

PHONE: Enter your phone number here

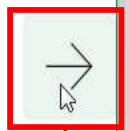
Item #	Room/area	Item/description	Make/model	Serial number/ ID number
1	Living Room	Item 1	Manufacturer 1	33XCBH3
2	Home Office	Item 2	Manufacturer 2	55-6788
3	Living Room	Item 3	Manufacturer 3	786555-13
4	Dining Room	Item 4	Manufacturer 4	768087
5	Family Room	Item 5	Manufacturer 5	80-JBNR

TOTALS INVENTORY ITEMS: 5

Home inventory

Provided by: Microsoft Corporation

Use this accessible template to keep track of all the stuff in your home by room and value. It also gives you information on your insurance company and agent.



You can use the left and right arrows, to scroll through the different Home Inventory templates. Each template will give you a brief description of that template.

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



New

Home

New

Open

Get Add-ins

Info

Save

Save As

Print

Share

Export

Publish

Close

Account

Update License

Options

← Back

Home Inventory



Home inven

HOME CONTENTS INVENTORY LIST

NAME	Miho Kijima	ROOM	
ADDRESS	987 6th Ave, Santa Fe, NM 54321	Room	Living room
PHONE	(123) 456-7890		
INSURANCE POLICY NO.	10002589		
INSURANCE AGENT NAME	Shir Rosenfeld		
INSURANCE AGENT PHONE	(000) 123-4567		
INSURANCE COMPANY NAME	Careno Group		
INSURANCE COMPANY PHONE	(000) 123-4567		
TOTAL ESTIMATED VALUE	\$575.00		

ROOM	ITEM DESCRIPTION	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT
Living room	Coffee table	Unknown	None	10/3/20	Local seller	\$125
Hallway	Glass sculpture	Local artist	None	12/12/22	Artist	\$300
Kitchen	Microwave oven		A81234-96-789	4/6/22	Online	\$250
TOTAL						\$675

Inventory of home contents

Provided by: [Microsoft Corporation](#)

Keep an inventory of your valuables with this accessible template. List serial and model numbers, date purchased, purchase price, and store with photos in a safe location.



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

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste Franklin Gothic Me 11 A A B I U 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

F23 fx

HOME CONTENTS INVENTORY LIST

NAME	Miho Kojima
ADDRESS	987 6th Ave, Santa Fe, NM 54321
PHONE	(123) 456-7890
INSURANCE POLICY NO.	10002589
INSURANCE AGENT NAME	Shir Rosenstein
INSURANCE AGENT PHONE	(000) 123-4567
INSURANCE COMPANY NAME	Caneiro Group
INSURANCE COMPANY PHONE	(000) 123-4567
TOTAL ESTIMATED VALUE	\$575.00

ROOM

Hallway Kitchen Living room

PHOTO AVAILA

No

WHERE PURCH

Artist Online

Excel, will load your Home Inventory Template, ready for you to use.

ROOM	ITEM DESCRIPTION	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT	ESTIMATED VALUE	PHOTO AVAILA
Living room	Coffee table	Unknown	None	12/12/2021	Local seller	\$125.00	\$75.00	Yes

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste Franklin Gothic Me 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 Add-ins Analyze Data

AutoSave Off Save Undo Redo

F23 fx

HOME CONTENTS INVENTORY LIST

NAME	Miho Kojima
ADDRESS	987 6th Ave, Santa Fe, NM 54321
PHONE	(123) 456-7890
INSURANCE POLICY NO.	10002589
INSURANCE AGENT NAME	Shir Rosenstein
INSURANCE AGENT PHONE	(000) 123-4567
INSURANCE COMPANY NAME	Caneiro Group
INSURANCE COMPANY PHONE	(000) 123-4567
TOTAL ESTIMATED VALUE	\$575.00

ROOM

Hallway Kitchen Living room

PHOTO AVAILA

No

WHERE PURCH

Artist Online

ROOM	ITEM DESCRIPTION	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT	ESTIMATED VALUE	PHOTO AVAILA
Living room	Coffee table	Unknown	None	12/12/2021	Local sell			

This template has a section to add your personal information, and the information of your insurance company.

F19

DN	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT	ESTIMATED VALUE	PHOTO AVAILABLE?	NOTES
3	Miho Kojima							
4	987 6th Ave, Santa Fe, NM 54321							
5	(123) 456-7890							
6	10002589							
7	Shir Rosenstein							
8	(000) 123-4567							
9	Caneiro Group							
10	(000) 123-4567							
11	\$575.00							
13	Unknown	None	12/13/2021	Local seller	\$125.00	\$75.00	Yes	Teak with bamboo inlay
15	Local artist	None	2/21/2024	Artist	\$300.00			

ROOM

Hallway Kitchen

Living room

PHOTO AVAILABLE?

No Yes

WHERE PURCHASED?

Artist Local seller

Online

You also have an area, that shows all of your listed rooms, where the item was purchased, and if there is a photo available.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Franklin Gothic Me 11 A A

B I U

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

A16 fx

7	INSURANCE AGENT NAME		Shir Rosenstein						
8	INSURANCE AGENT PHONE		(000) 123-4567						
9	INSURANCE COMPANY NAME		Caneiro Group						
10	INSURANCE COMPANY PHONE		(000) 123-4567						
11	TOTAL ESTIMATED VALUE		\$575.00						

WHERE PURCH

Artist

Online

13	ROOM	ITEM DESCRIPTION	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT	ESTIMATED VALUE	PHOTO AVAILABI
14	Living room	Coffee table	Unknown	None	12/14/2021	Local seller	\$125.00	\$75.00	Yes
15	Hallway	Glass sculpture	Local artist	None	2/22/2024	Artist	\$300.00	\$300.00	Yes
16	Kitchen	Microwave oven		AB1234-56-789	6/17/2023	Online	\$250.00	\$200.00	No

17	TOTAL						\$675.00	\$575.00	
----	-------	--	--	--	--	--	----------	----------	--

To add a new room, or a location an item was purchased. Click on the bottom row of your list to highlight it.

	C	D	E	F	G	H	I	J
7	NAME	Shir Rosenstein						WHERE PURCH
8	PHONE	(000) 123-4567						Artist
9	NAME	Caneiro Group						Online
10	PHONE	(000) 123-4567						
11	VALUE	\$575.00						
12								
13	ITEM DESCRIPTION	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT	ESTIMATED VALUE	PHOTO AVAILAB
14	Coffee table	Unknown	None	12/14/2021	Local seller	\$125.00	\$75.00	Yes
15	Glass sculpture	Local artist	None	2/22/2024	Artist	\$300.00	\$300.00	Yes
16	Kitchen Microwave oven		AB1234-56-789	6/17/2023	Online	\$250.00	\$200.00	No
17						\$675.00	\$575.00	

Search the menus

- Cut
- Copy
- Paste Options:**
- Paste Special...
- Insert**
- Delete
- Clear Contents
- Format Cells...
- Row Height...
- Hide
- Unhide

Right click on the row, and choose Insert.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Paste Franklin Gothic Me 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 Add-ins Analyze Data

AutoSave Off Save Undo Redo

F21 fx

	A	B	C	D	E	F	G	H	I	J
8		INSURANCE AGENT PHONE		(000) 123-4567						Artist
9		INSURANCE COMPANY NAME		Caneiro Group						Local seller
10		INSURANCE COMPANY PHONE		(000) 123-4567						
11		TOTAL ESTIMATED VALUE		\$575.00						
12										
13		ROOM	ITEM DESCRIPTION	MAKE OR/AND MODEL	SN AND/OR ID NUMBER	DATE PURCHASED	LOCATION OF PURCHASE	PURCHASE AMOUNT	ESTIMATED VALUE	PHOTO AVAILAB
14		Living room	Coffee table	Unknown	None	12/14/2021	Local seller	\$125.00	\$75.00	Yes
15		Hallway	Glass sculpture	Local artist	None	2/22/2024	Artist	\$300.00	\$300.00	Yes
16		Bedroom					Bed Store			
17		Kitchen	Microwave oven		AB1234-56-789	6/17/2023	Online	\$250.00	\$200.00	No
18		TOTAL								

Bedroom

Bed Store

In the new row that appears, type in the new location, in the column for Room. And the new where purchased, in the row for Location Of Purchase.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

AutoSave Off Save Undo Redo

Franklin Gothic Me 11 A A B I U Merge & Center \$ % .00 .00 Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Add-ins Analyze Data

F21 : X ✓ fx

D E F G H I J K

CONTENTS INVENTORY LIST

Miho Kojima
 987 6th Ave, Santa Fe, NM 54321
 (123) 456-7890
 10002589
 Shir Rosenstein
 (000) 123-4567
 Caneiro Group
 (000) 123-4567
 \$575.00

ROOM

Bedroom Hallway
 Kitchen Living room

PHOTO AVAILABLE?

No Yes
 (blank)

WHERE PURCHASED?

Artist Bed Store
 Local seller Online

And they will automatically, be added to your list.

DESCRIPTION MAKE OR/AND MODEL SN AND/OR ID NUMBER DATE PURCHASED LOCATION OF PURCHASE PURCHASE PRICE NOTES

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