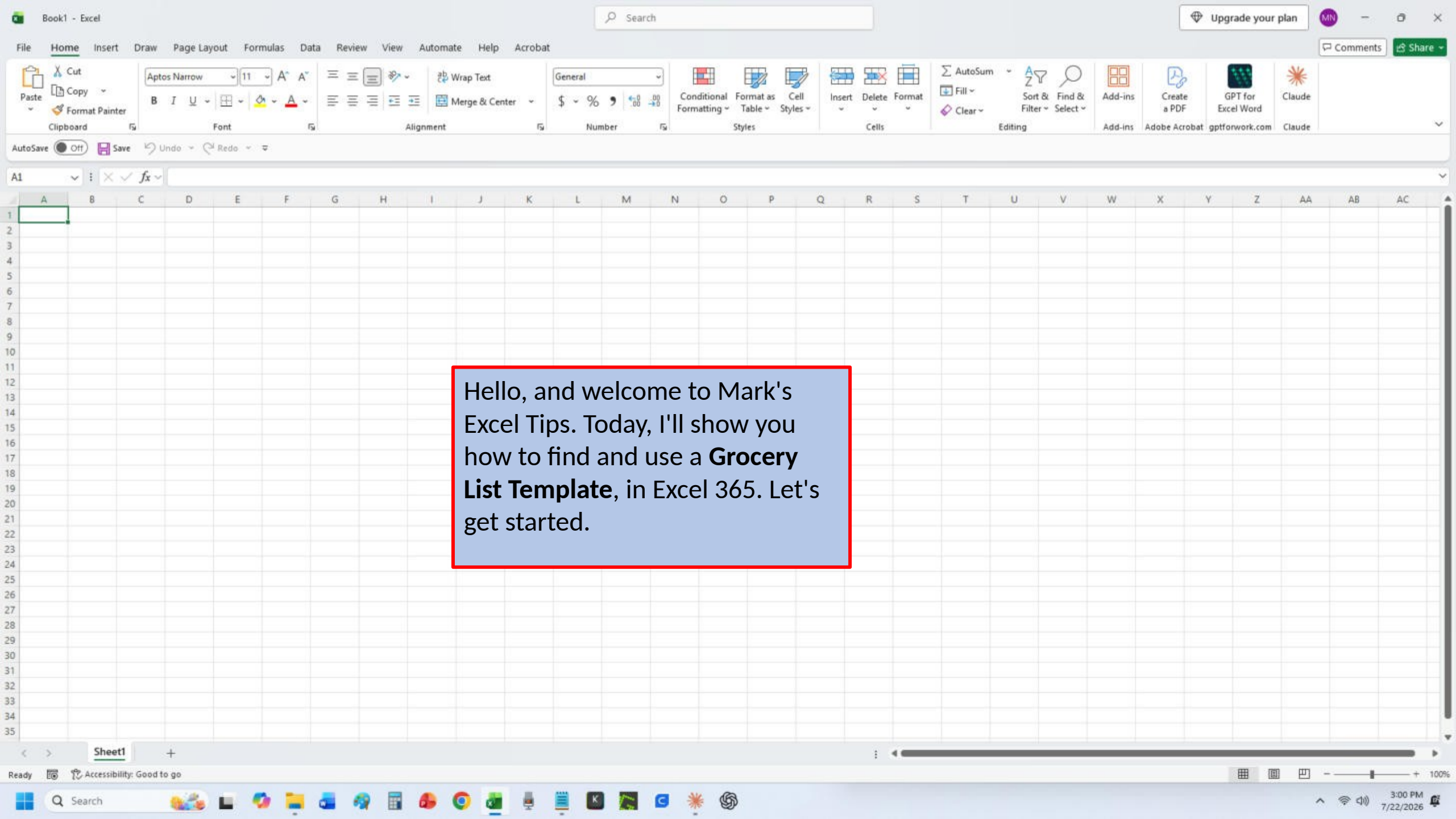
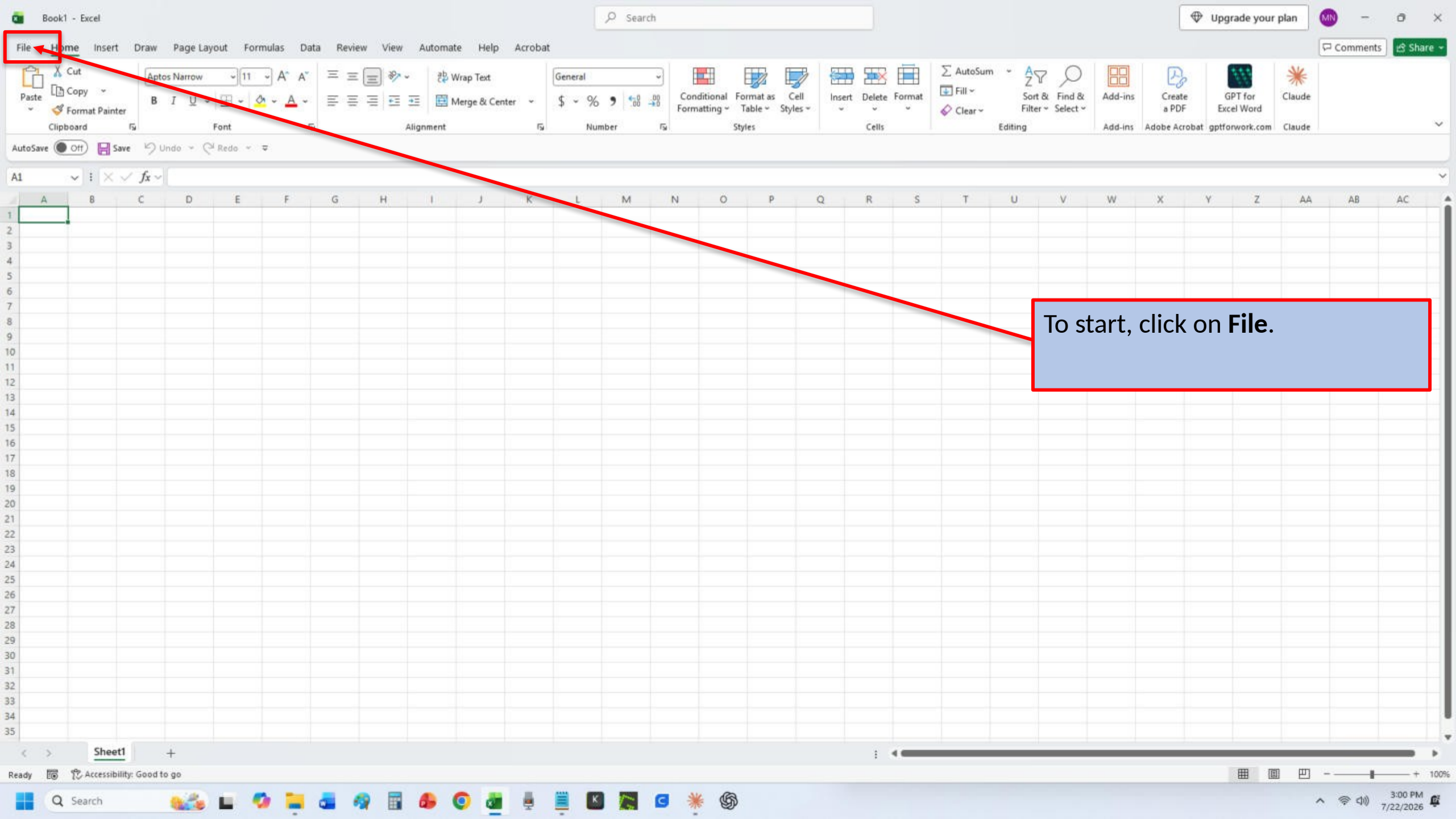
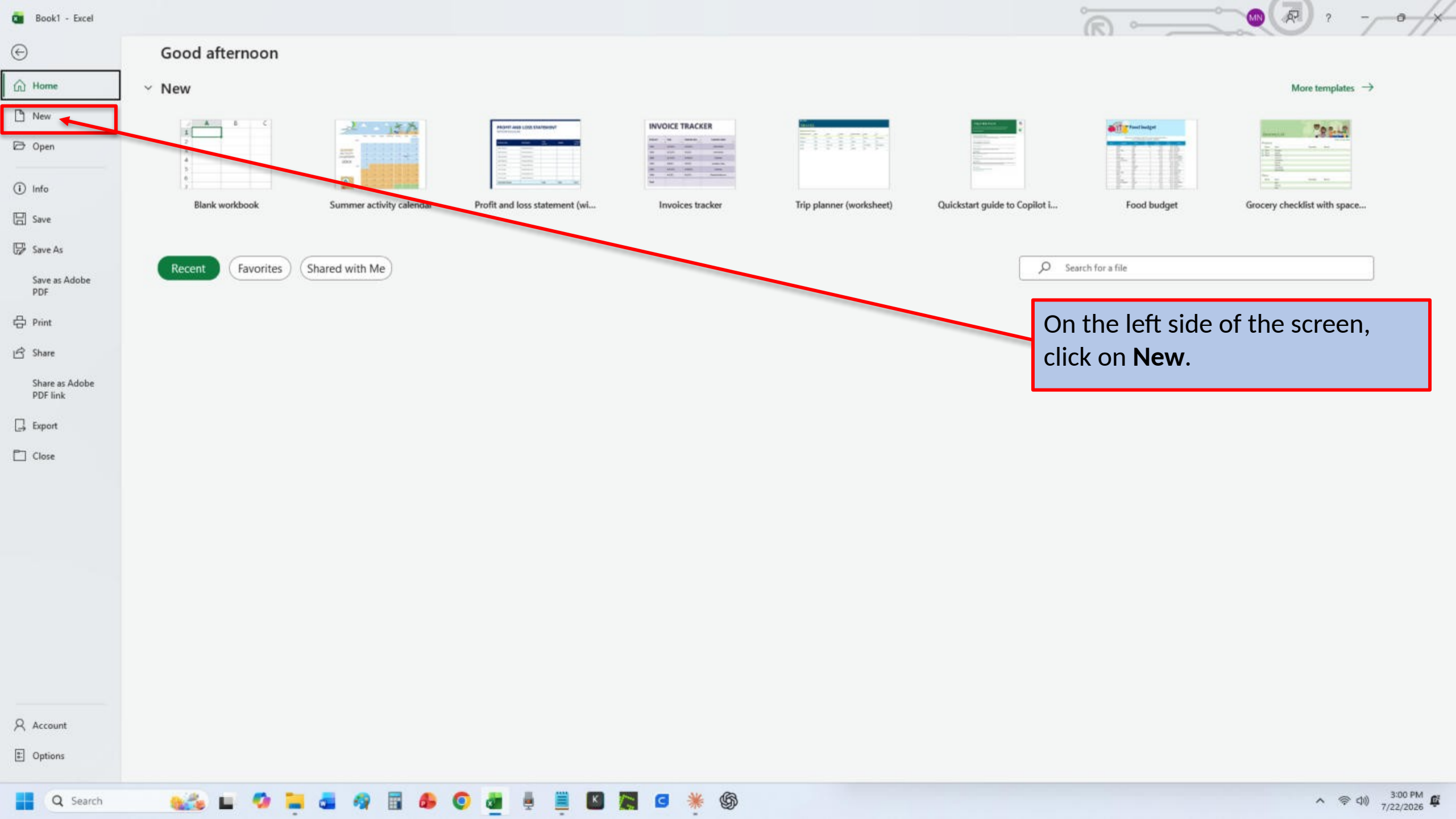




Hello, and welcome to Mark's Excel Tips. Today, I'll show you how to find and use a **Grocery List Template**, in Excel 365. Let's get started.



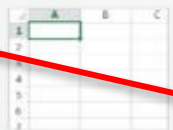
To start, click on **File**.



Good afternoon

▼ New

More templates →



Blank workbook



Summer activity calendar



Profit and loss statement (wi...



Invoices tracker



Trip planner (worksheet)



Quickstart guide to Copilot i...



Food budget



Grocery checklist with space...

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Search for a file

On the left side of the screen,
click on **New**.



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Save As

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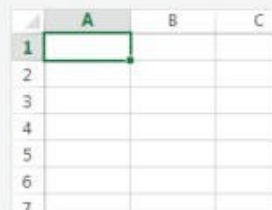
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Profit and loss statement (...)



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Food budget



Grocery checklist with spa...



Monthly food budget



Project timeline with miles...



Semi-monthly home bud...



Weekly meal planner and...

Search for online templates



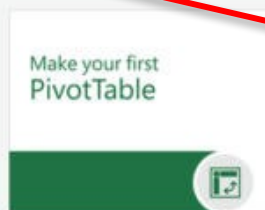
Suggested searches: Business Personal Planners and Trackers Lists Budgets Charts Calendars



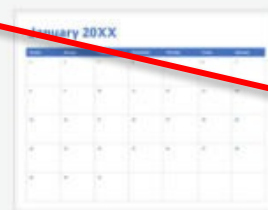
Welcome to Excel



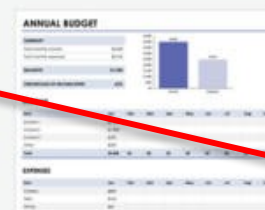
Formula tutorial



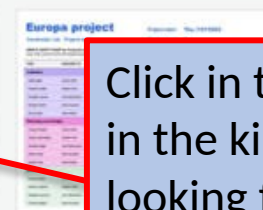
PivotTable tutorial



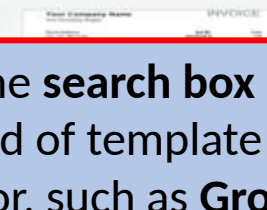
Any year custom calendar



Simple annual budget



Europe project



Invoice

Account

Options



Search

3:00 PM
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Click in the **search box** and type in the kind of template you're looking for, such as **Grocery List**.



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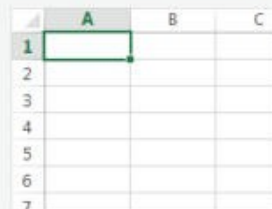
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Blank workbook



Summer activity calendar



Profit and loss statement (...)



Invoices tracker



Trip planner (worksheet)



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Food budget



Grocery checklist with spa...



Monthly food budget



Project timeline with miles...



Semi-monthly home bud...



Weekly meal planner and...

Grocery List



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



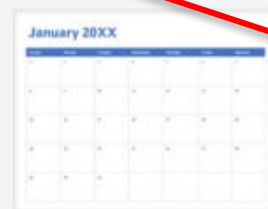
Welcome to Excel



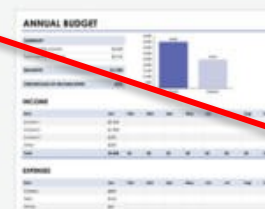
Formula tutorial



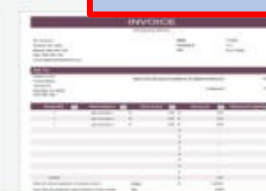
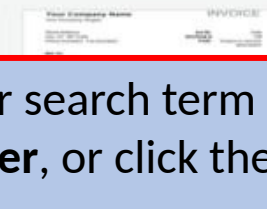
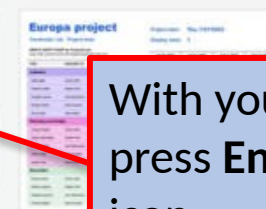
PivotTable tutorial



Any year custom calendar



Simple annual budget



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icon.



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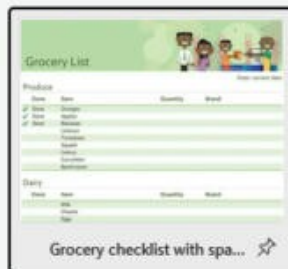
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Grocery List



Grocery checklist with spa...



Grocery Lists



Grocery list



Grocery list (with category...)



Weekly meal planner and...



Grocery list with space for...



Roommate organizer



Make a List (worksheet)



Household organizer

Excel will show you several grocery list templates. Let's click on **Grocery list**.



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Grocery List



Grocery checklist with spa...



Make a List (worksheet)



Hous...



space for...

Roommate organizer

GROCERY LIST						SPENDING	SAVINGS	TOTAL SAVINGS	TOTAL SPENDING
						\$11.95	\$4.12	\$11.85	\$20.43
ITEM	ITEM	STORE	CATEGORY	QTY	UNIT	UNIT PRICE			
Yes	Apples	ALDI	PRODUCE	5	lb	\$2.40			
Yes	Apples	ALDI	PRODUCE	5	lb	\$2.40			
Yes	Bananas	WALMART	PRODUCE	1	box	\$1.99			
Yes	Carrots	WALMART	PRODUCE	5	box	\$0.39			
Yes	Onions	WALMART	PRODUCE	4	lb	\$0.49			
Yes	Spinach	WALMART	PRODUCE	5	box	\$0.49			
Yes	Strawberries	WALMART	PRODUCE	5	box	\$1.99			
Yes	Cucumbers	WALMART	PRODUCE	5	lb	\$0.29			
Yes	Butter	WALMART	DAIRY	1	lb	\$2.29			
Yes	Milk	WALMART	DAIRY	1	gal	\$4.99			
Yes	Cheese	WALMART	DAIRY	1	lb	\$9.99			
Yes	Eggs	WALMART	DAIRY	1	doz	\$4.99			
Yes	Chicken	WALMART	MEAT	1	lb	\$1.99			
Yes	Beef	WALMART	MEAT	1	lb	\$1.99			
Yes	Yogurt	WALMART	DAIRY	1	lb	\$4.99			
Yes	Stef	WALMART	PRODUCE	1	lb	\$1.99			

Grocery list

Provided by: Microsoft Corporation

Organize your shopping list and optimize your food budget with this comprehensive grocery list template. Use this shopping list template to mark off items as you go and compare prices between vendors to maximize savings. This powerful grocery list template is an Excel spreadsheet and can be saved to your OneDrive for real-time and easy access on the go.

Download size: 19 KB



A window opens telling you about the template. When you're ready, click **Create**.



Search

3:01 PM
7/22/2026



Track your most

GRAND TOTAL

\$270.51

NOTE

\$1.13

Grocery list1 - Excel

Search

Upgrade your plan

MN

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobatTable Design

PasteCutCopyFormat PainterClipboard

Grandview14A⁺A⁻BBIUFont

Wrap TextAlignmentMerge & Center

General\$%Number

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormatCells

AutoSumFillClearEditing

Sort & FilterFind & Select

Add-insAdd-ins

Create a PDFAdobe Acrobatgptforwork.comClaude

CommentsShare

AutoSaveOffSaveUndoRedo

A8fxYes

ABCD EFGHIJKLMN

GROCERY LIST

Customize this list. Replace the entries above with your own to track your most frequently used categories.

DONE?	ITEM	STORE	CATEGORY	QTY	UNIT	UNIT PRICE	TOTAL	NOTE
Yes	Peaches	Azure River Farm	ORCHARD	2	lbs	\$2.99	\$5.98	
Yes	Apples	Azure River Farm	ORCHARD	3	lbs	\$1.99	\$5.97	Have coupon
Yes	Bananas	Wide World Importers	OTHER	1	bunch	\$3.99	\$3.99	
Yes	Lettuce	Market	LOCAL MARKET	2	head	\$2.29	\$4.58	
	Tomatoes	Market	LOCAL MARKET	4	lbs	\$3.49	\$13.96	
			LOCAL MARKET	2	each	\$1.50	\$3.00	
			LOCAL MARKET	2	bunch	\$1.99	\$3.98	
			LOCAL MARKET	1	lbs	\$2.29	\$2.29	
			GROCERY	0.5	lbs	\$2.25	\$1.13	

ORCHARD	GROCERY	HOME DELIVERY	LOCAL MARKET	OTHER	GRAND TOTAL
\$11.95	\$6.12	\$31.85	\$216.60	\$3.99	\$270.51

Once you've picked up an item, click the **Done?** dropdown next to it and select **Yes**. The whole row crosses out, so it's easy to see what's left on your list.

ReadyAccessibility: Investigate

100%

3:02 PM7/22/2026

Grocery list1 - Excel

Search

Upgrade your plan

MN

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobatTable Design

Get Data

From Text/CSV

From Web

Recent Sources

From Table/Range

Existing Connections

Get & Transform Data

Refresh All

Queries & Connections

Properties

Workbook Links

Queries & Connections

Stocks

Currencies

Geography

Data Types

Sort

Filter

Clear

Reapply

Advanced

Sort & Filter

Text to Columns

Flash Fill

Remove Duplicates

Data Validation

Consolidate

Data Model

Analyze Data

Data Tools

What-If Analysis

Forecast Sheet

Forecast

Group

Ungroup

Subtotal

Outline

AutoSaveOffSaveUndoRedo

A6Yes

Yes	Peaches	Azure River Farm	ORCHARD	2	lbs	\$2.99	\$5.98	
Yes	Apples	Azure River Farm	ORCHARD	3	lbs	\$1.99	\$5.97	Have coupon
	Bananas	Wide World Importers	OTHER	1	bunch	\$3.99	\$3.99	
Yes	Lettuce	Market	LOCAL MARKET	2	head	\$2.29	\$4.58	
Yes	Tomatoes	Market	LOCAL MARKET	4	lbs	\$3.49	\$13.96	
Yes	Squash	Market	LOCAL MARKET	2	each	\$1.50		
Yes	Celery	Wide World Importers	LOCAL MARKET	2	bunch	\$1.99		
	Cucumber	Market	LOCAL MARKET	1	lbs	\$2.29		
	Mushrooms	Wide World Importers	GROCERY	0.5	lbs	\$2.25		
Yes	Milk	Local Farmer	HOME DELIVERY	2	gal	\$3.99		
Yes	Cheese	Local Farmer	HOME DELIVERY	1	lbs	\$9.99	\$9.99	Variety of block cheeses
Yes	Eggs	Local Farmer	HOME DELIVERY	2	doz	\$3.50	\$7.00	
Yes	Gottage cheese	Local Farmer	HOME DELIVERY	1	16-oz	\$3.89	\$3.89	
Yes	Sour cream	Local Farmer	HOME DELIVERY	1	8-oz	\$2.99	\$2.99	

To clear the **Done?** column, just select the cells you want to reset, and press the **Delete** key.

Grocery list

ReadyAccessibility: Investigate

Count: 7

100%

4:25 PM 7/22/2026



To add a new item, click into the blank row below your last item, and type in the item name, like **Bread**. Excel automatically extends the table for you. Fill in the **Store**, **Category**, **Qty**, and **Unit Price**, and the totals update on their own.

Enter Quantity
in this column
under this
heading

Variety of block-cheeses

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