Create a Fillable Form

Cheque Requisition Form

1. Ensure 8.5 x 11 page: go to Page Layout -- size -- 8.5 x11
2. Create the table
* Add company logo
* Enter all text
* Turn on the borders of the table
* Enter formulas so that it auto-calculates

1. Turn on the Developer Tab
* Click on File --> Options
* Click on Customize Ribbon
* Click on Developer

1. For the fields where people will enter data, turn on the bottom border

1. Turn off gridlines on your Excel sheet
* Click on Page Layout tab, then go to Gridlines and turn off the Gridlines (checkbox)

1. Hide extra columns to the right of your page: click on the column I, then press CTRL + SHIFT + Right Arrow --> … … then click on the Home tab, then click on the Format button --> Visibility - Hide and Unhide - Hide Columns
2. Hide extra rows below your page: click on Row 37, column A, then press CTRL + SHIFT + Down Arrow … then click on the Home tab, then click on the Format button --> Visibility - Hide and Unhide - Hide Rows
3. Lock cells -
4. first, unlock the cells you want to be fillable;
* CTRL + click each cell where someone would type their answer;
* then Right click - > Format Cells --> Protection and click Unlock
1. Then on the Review tab, click on Protect Worksheet
* protect worksheet and contents of locked cells
* allow all users of this worksheet to ..
* select unlocked cells