

## November 2017

For those new to genealogy or those wanting to create a basic family tree but do not have access to a family tree makers, try using Microsoft Office. Most of us have some familiarity with Microsoft Office, but did you know there are easy to use premade templates for family trees available through Microsoft Excel. These templates are a wonderful tool to use as a starting point to research and tracking ancestors' names and details.

Open Excel

Select Blank Document

On top Left Corner Select File-→ New

In the Search box enter Family Tree

Several options for Family Trees are available to create and fill with up to 5 generations (see example below). Simply hit create on the right side and a blank template will be created for personalization.

