# Word, Excel, Visio, and Power Bl

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Microsoft Office templates

#### Overview

To help you create beautiful, on-brand documents, we've optimized these Microsoft Office templates in Word, Excel, Visio, and Power BI. These templates provide you with a starting point: offering formatting and style guidelines consistent with our Brand Essentials tools for applying the HPE brand.

<u>Download Word templates</u> <u>Download Excel template</u>

<u>Download Visio template</u>

<u>Download Power BI template</u>

### **Word templates**

The Word template includes comprehensive instructions for correctly creating commonly used content (ie: cover page, table of contents, bullets, headers, etc). Correct creation of content helps ensure brand compliance and accessibility.

The template is available in fonts Arial and MetricHPE on both US Letter and A4 formats. Once downloaded, open 2 versions of the template: one for referencing all instructions and one to create your document by deleting everything.

Download Word Templates

#### **Excel template**

The Excel template comes with the color palette and MetricHPE automatically set when you start a worksheet. This set-up makes it easier to create charts and graphics that are on brand as well as simpler to transfer to other presentations or documents later.

Download Excel Template

### Visio template

The Visio template includes the color palette, MetricHPE font and a full set of technical icons automatically set when you start a worksheet. This set-up makes it easier to create diagrams and schemes that are on brand.

# Download Visio Template

# **Power BI template**

The Power BI template includes a few example worksheets with charts and the brand approved color palette. This set-up makes it easier to create interactive, immersive dashboards and reports that are on brand. To learn more about Power BI best practices and view tips and tricks, visit the documentation link below, or get in touch with the Power BI Pro User site.