Creating a text-based **Family Tree template in Excel** would involve explaining the structure of rows, columns, and how to link them together. Below is a simplified guide to constructing a basic template manually. For the purposes of this guide, let's assume we're creating a family tree that spans three generations.

1. **Open a New Excel Workbook**: Launch Excel and open a new, blank workbook.
2. **Name Sheets for Organization**: Consider naming your Excel sheets for better organization. For example, name the first sheet "Family Tree".
3. **Layout**:
   - **Column A**: Grandparents
   - **Column C**: Parents
   - **Column E**: Children
4. **Enter Data**:
   - **Cell A1**: Type "Grandfather"
   - **Cell A2**: Type "Grandmother"
   - **Cell C1**: Type "Father"
   - **Cell C2**: Type "Mother"
   - **Cell E1**: Type "Child 1"
   - **Cell E2**: Type "Child 2"
5. **Draw Lines to Connect Family Members**:
   - Go to the 'Insert' tab, click on 'Shapes', and then select a straight line.
   - Draw lines connecting the cells to indicate family relationships. For example, a line between "Grandfather" in A1 and "Father" in C1.
6. **Additional Formatting**:
   - You can add colors to the cells to indicate different families or generations.
   - Add borders around each name cell for better visualization.
7. **Save Your Template**: Once you are happy with your family tree, save it as an Excel Template (.xltx) so that you can use it again in the future.

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Tips:

- **Grouping**: To move a section of your family tree, select all relevant shapes and cells, right-click, and choose 'Group'.
- **Pictures**: You can insert pictures by going to 'Insert' > 'Pictures'.
- **Hyperlinks**: If you have additional information saved somewhere, link it to the relevant person in your tree by right-clicking the cell and choosing 'Hyperlink'.

To make this more visually appealing, consider inserting shapes (ovals, rectangles, etc.) from the 'Insert' tab, and placing them around each name. Then connect those shapes with lines to signify family relationships.

This is a basic way to start your **Family Tree in Excel**. You can always expand this by adding more generations, incorporating photographs, or even interactive elements.

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