

# Evans Excel Conventions

By Dick Evans

- A title for the spreadsheet should appear in the top left of the worksheet
- Use header and/or footers to include your name and date
- Column headings are left-aligned if they appear over text cells, right-aligned over numeric cells
- Make all columns wide enough to display the results
- Place all variables (values that might change in the future) in an assumption area, then use absolute cell reference to reference them in formulas
- Format all numeric columns (click the column letter) as comma style (no dollar signs)
- Format percentage cells with the percent style and include the appropriate number of decimal points
- Use the SUM function for adding a contiguous series of cells -- not for subtraction, multiplication, or division
- Use AutoFill and copying with the Fill Handle to speed up worksheet creation
- Sort rows alphabetically, numerically, or by date where appropriate
- Format worksheets adding color, borders, and shading, and adjusting font style and size
- Use merge and center across columns if appropriate
- Set Print Area to cause only pertinent data to print if appropriate
- Set printing to fit on one page or more using the appropriate orientation
- Use centering and adjust margins where appropriate
- Name and color tabs appropriately, removing unused sheets from the workbook
- Check all worksheets for spelling errors

## Useful Excel Shortcuts:

Alt+=	AutoSum
Ctrl+;	Insert today's date in the active cell
Ctrl+~	Display formulas and raw data in cells
Ctrl+1	Open the Format Cells dialog box for active cell
Ctrl+F	Open the Find and Replace dialog box
F1	Help
F2	Allows in cell editing in the active cell
F4	Makes the cell reference in a formula absolute
F7	Begin spell check at the active cell
F9	Manually calculate the worksheet
Win+D	Clears the Desktop