

## Excel Conventions Check List

Before turning in your work, did you?

- Format all numeric columns as comma style (no dollar signs)
- Format percentage cells with the percent style and include the appropriate number of decimal points
- Make column headings left-aligned if they appear over text cells, right-aligned over numeric cells
- Make all columns wide enough to display the results
- Have the title for the spreadsheet in the top left of the worksheet (A1)
- Place all variables (values that might change in the future) in an assumption area (usually at the bottom of the worksheet), then use absolute cell reference to reference them in formulas
- ONLY use the SUM function for adding contiguous cells -- not for subtraction, multiplication, or division
- Format worksheets (data and charts) adding color, borders, and shading, and adjusting font style and size
- Include your name and date in the header or footer
- Check all worksheets for spelling errors