

Excel Checklist

By Alex Strickland

- Excel Program
 - Start and exit a spreadsheet program (excel).
 - Use help and the office assistant.
 - Open a new Worksheet.
 - Understand the design and layout of a spreadsheet (columns, rows, cells).
 - Enter data into your Worksheet.
 - Save a spreadsheet file.
 - Format your Worksheet - add headers.
 - Format numbers.
 - Use the basic functions of a spreadsheet, such as sum and average.
 - Write formulae.
 - Copy formulae.
 - Understand the difference between absolute and relative cell referencing in formulae.
 - Create, format and print charts.
 - Move information between worksheets and workbooks.
 - Print your worksheet.
- Excel Document
 - All tables have a row and/or column headers.
 - All tables read from left to right, top to bottom.
 - The spreadsheet free of merged cells.
 - All tables described and labeled.
 - All worksheets that contain data are named.
 - Freeze heading row and column information so cells can be identified while scrolling through the worksheet.
 - Refrain from using flashing/flickering text and/or animated text.
 - All URL?s contain the correct hyperlink.
 - All charts have a title, legend and axis labels associated with them.
 - Complex charts have descriptive text immediately following them.