Excel Checklist

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# Tasks:

☐ **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.**