

## **Recommendations for Excel Projects**

1. Use named cells and named ranges.
2. Properly use relative and absolute addressing in formulas.
3. Have user specified values, global values, summary output at the top of the sheet.
4. Use comments to clarify the sheet.
5. Use cell references rather than entering numerical constants.
6. Use descriptive titles for the column headers.
7. Use descriptive sheet names.
8. Use column labels in formulas.
9. Only one big table per sheet.
10. Name the big table "sheet\_name!table".
11. Adjust the column sizes for optimum display.
12. Use colors on text and cell backgrounds to enhance clarity.
13. If the sheet has many different users, protect the non-input cells.