

Excel Formatting Guidelines

<https://dwuconsulting.com>

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1. Purposes
 - a. Professional
 - b. User-friendly (help ourselves!)
2. File & Worksheet:
 - a. General
 - i. Use consistent file name: yymmdd XXX (airport code) + description
 - ii. Use short names for sheets, so more sheets can fit on one page
 - iii. Set up print, so all tabs can print out nicely; prefer file in print layout view
 - iv. Use View -> Freeze Pane, if there are more columns or rows than a screen can display
 - v. Use self-explanatory titles
 - vi. Indicate source for data, and date if necessary
 - vii. Delete unused sheets
 - b. Format
 - i. Use Arial font
 - ii. Use size 12 for title rows, and 10 for all other contents
 - iii. Use cell lower border to separate table title from content, and content from footer
3. Row
 - a. Set row height to auto-fit
 - b. Avoid hiding rows
4. Column
 - a. Set column width to auto-fit
 - b. Hide unused columns
 - c. Use indent to indicate hierarchy, instead of using multiple columns
5. Cell
 - a. Format numbers either as accounting or percentage
 - b. Use \$ sign for the first row when appropriate
 - c. Use single accounting underline for the last but one row, when the last row is a sum function or a multiplication
 - d. Use \$ sign for the last row when applicable, without underline
 - e. Do not use text wrapping; try to increase width or shorten the content
 - f. Do not merge cells; otherwise a column may not be copied/pasted to another location
 - g. Align text right, so it matches numbers in accounting format