Is The Spreadsheet Well Designed?

Identifying and Designing Appropriate Outputs and Storage
• Text alignment
• Number alignment
• Common groupings
• Repetition
• Headings and labels
• Bias

Identifying and Designing Appropriate Inputs
• Data integrity – validation
(Note: input cells should be left empty for the user unless a default value is considered to be appropriate)

Identifying and Designing Appropriate Processes
• Use of constant data and cell referencing
• Absolute, relative and mixed references
• Formulae
• Functions

Identifying and Designing Appropriate Layout
• Single worksheet versus 3-dimensional (ie multiple worksheets)
• Scrolling versus single screen view
• Freezing panes, split screens
• Sectioning data
• Position and relationship of inputs, outputs, instructions and controls
• Order of activities
• Simplicity and usability

Identifying and Designing Appropriate Interface
• Use of space, colour, shading, fonts, icons
• Minimal blank space on summary
• Appropriate cell widths
• Meaningful communication
• Minimal user action
• Standard operation and consistency

AUDIT AND TEST
• Is it accurate?
• Does it work properly?
• Does it meet all the requirements of a well designed and implemented spreadsheet?

PROTECTING THE SPREADSHEET
• Is it cell protected in all parts of all worksheets except for the input cells?
(Note: please do not use passwords in any form on the spreadsheet.)

DOCUMENTING THE SPREADSHEET
• The sheet contains proper documentation for future users and/or developers