Larry’s Rules for Making Better Spreadsheets

1. Define the purpose of your spreadsheet
2. Make it self-explanatory so others can maintain it
3. Have a meaningful title
4. Add footnote with timestamp and your details
5. Use formulas whenever possible, helps in audit-trial
6. Use separate cells for assumptions, NO hard coding

7. Explain your assumptions
8. Specify source of your data
9. Make easy to use design and use it consistently
10. Add notes, explanations wherever necessary
11. Learn to use Excel’s features to simplify your job
12. Make sure your spreadsheet is actually useful

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