

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

Explain your assumptions 7

Specify source of your data 8

Make easy to use design and use it consistently 9

Add notes, explanations wherever necessary 10

Learn to use Excel's features to simplify your job 11

Make sure your spreadsheet is actually useful 12