

Vandelay Home

SPREADSHEET GUIDE

Version 1 2020

Design guidelines

There are some basic elements that your spreadsheets should include:

- **Easy to read**

Make your spreadsheet easy to understand by adding comments and using formatting, colours and borders. Choose fonts and backgrounds and colours for good contrast and easy reading. Consider how the sheet will look in print as well as on-screen.

- **Logical positioning**

Position data logically, both for reading and for entering data.

- **Description and headings**

Create helpful labels and titles that make the purpose and function of the sheet clear.

- **Important parts**

Position and format the key values, like totals, to make them stand out.

Some planning tips are:

reserve the first row (horizontal) for a title, the second row for row headings, and the first column (vertical) for column headings.

Using simple formula and functions

Use formula or functions whenever calculations are required.

In most spreadsheet packages a **formula** always begins with an equal sign: =. The equal sign tells the spreadsheet program that the following characters make up a formula. Following the equal sign are the elements to be calculated (the cells containing the numbers for the calculation, or operands), which are separated by calculation operators (+, -, * multiply or / divide).

For example, =B2+C2-D2 will calculate the contents of cell B2 added to the contents of cell C2 from which the contents of cell D2 will be subtracted.

Operator	Description
%	percent
*	multiplication
/	division
+	addition
-	subtraction

Functions are predefined formulas that perform calculations by using specific values.

Most spreadsheets will have the following useful functions:

SUM – adds the values of all of the cells in the range

MAX – finds the largest number in the range of cells

MIN – finds the smallest number in the range of cells

COUNT – counts the total number of cells in the range

AVERAGE – adds the values of each cell in the range and then divides by the number of cells in the range.

The most frequently used function is the SUM function, which is used to add the numbers in a range of cells. For example:

If the range of cells A2:E2 (cell A2 through cell E2) contains 5, 15, 30, 40, and 50:

SUM(A2:C2) equals 50

and

SUM(B2:E2,15) equals 150.

Creating charts

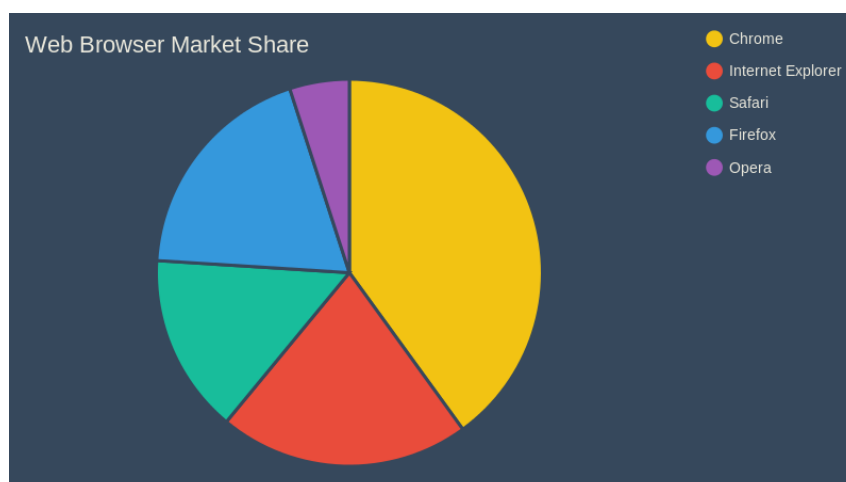
Charts, or graphs, are visually appealing and make it easy to see comparisons, patterns and trends in data.

To create a chart in Excel, select the range of data you wish to display and insert a chart from the *Insert* menu. You may utilise the *Recommended Charts* function to determine the most suitable option.

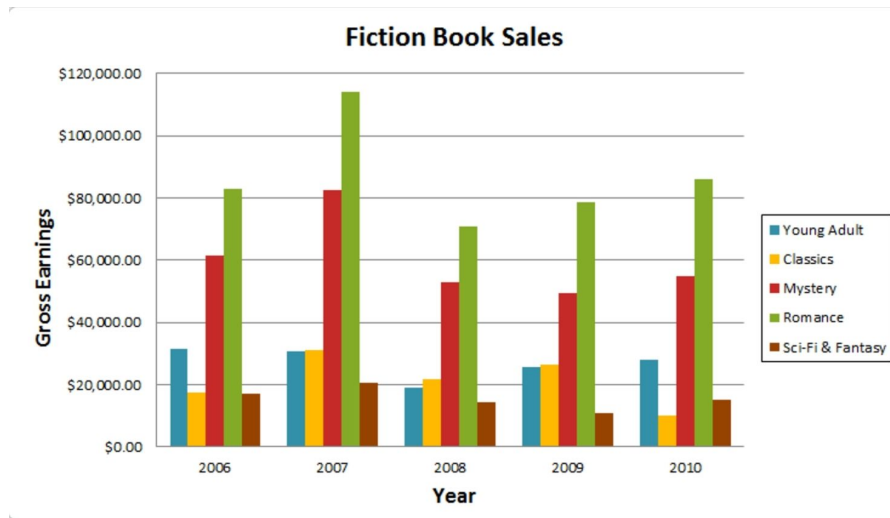
Selecting a chart type

Select your chart to best display the data set.

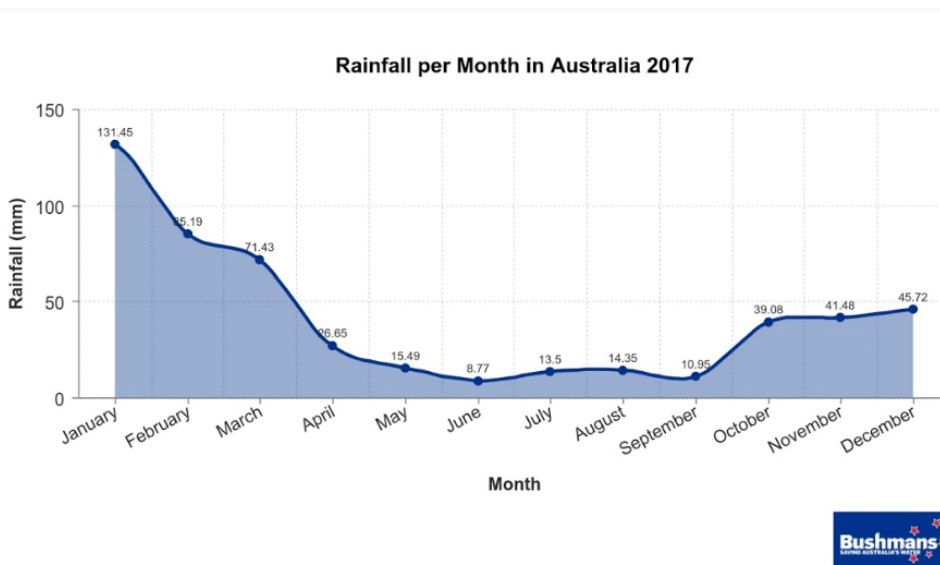
- **Pie charts** are best to compare parts of a whole such as fractions or percentages. E.g. market share



- **Bar graphs** compare data between groups or track changes over time. E.g. sales



- **Line graphs** track changes and trends over time. E.g. annual rainfall



Styling

Refer to the *Vandelay Home* style guide for guidance on styling and design including:

- Font
- Colours
- Margins
- Footer
- Language
- Spelling, grammar and punctuation
- Number use