Organizing an Exported Spreadsheet

Top 6 Steps to set up your Excel spreadsheet

1	**Is the Data formatted as a Table?** **No Table:** Clear all cell color and Turn on Filters from the Data Tab **Table:** Remove Table Design from the Table Tools Design Tab and Select the Convert to Range button; Then Turn on Filters from the Data Tab
2	**Do the Headers need updated?** Check the Headers for Style, Alignment, and Cell Color Check Headers for Abbreviations that need updated
3	**Can you see all of the data?** Complete an AutoFit by selecting all columns within your spreadsheet at the top of each column. Place your mouse on the line to the right of the selected columns and double click. This will expand any column as needed to properly veiw content.
4	**Is the Data formatted correctly?** Check each column to ensure that correct formatting. This can include number, currency, dates, etc. Change formatting for the column as necessary.
5	**Does the worksheet have a descriptive name?** Double click on the active worksheet tab at the bottom of the spreadsheet and rename the worksheet with a descriptive name that represents the data.
6	**Does the worksheet have any hidden or empty rows?** Check the data for any hidden rows for this will affect your conditional formatting and banded rows. Unhide rows by completing an AutoFit on that row or by selecting the row above and below the hidden row and, within the shortcut menu, select unhide. Check the data for any empty rows for this will stop the filter and miss information available after the empty row. Delete any empty rows found by selecting the row, and selecting delete from the shortcut menu.

Conditional Formatting - Creating Banded Rows

For Banded Rows: **=Mod(Row(),2)**<hr>**For Banded Columns:** **=Mod(Column(),2)**	* Select the Conditioning Formatting button from the Home Tab * Select "New Rule" and "Use a formula to determine which cells to format" * In the "Format values where this formula is true" write the necessary formula (to the left) in the box. * Select a fill color for the banded rows / columns and complete the dialog box to apply the format.

Banded Rows will stay in order when sorted but will seem out of order when using filters. This is due to the hidden rows used when using filters. Clear the filter and the banded rows will realign correctly.