

Microsoft Excel Requirements Checklist

3.0 Document Table Requirements

3.1 Do all of the worksheets have tables that have a logical layout based on Rows and Columns?

All tables should have a logical layout of the information based on rows and columns. In addition, the tables should be oriented so that they are read from left to right and top to bottom.

3.2 Do all columns start with a clear and concise column header?

All tables should have clear, concise and readily identifiable column headers.

3.3 Do all rows start with a clear and concise row header?

All tables should have clear, concise and readily identifiable row headers.

3.4 Are merged cells absent from the tabular data area of the table?

The data area of the table should be absent of merged cells. Merged cells are only acceptable in the header row of the table.

3.5 Do the row and column headers all start in the first left-hand column of the table?

Row/column headers should start in the first left-hand column of the table.