

Checklist: Finalize Excel Workbook

Contents

- Spellcheck (press F7)
- Check and compare sums
- Check for duplicate or unnecessary content
- Check for outliers (e.g. with conditional formatting)
- Conduct error checking
- Remove unnecessary comments
- Check for hidden and very hidden sheets
- Check for filters and clear them
- Fixed rows and column

Printout

- Printout headers and footers set
- Rows and columns to repeat defined
- Printout format: orientation, margins, zoom factor

Structure

- Order of worksheets
- Table of contents
- Colors of worksheet tabs
- Save on worksheet which people should see first
- Check hidden rows and columns

Formatting

- Cell formatting:
 - Background colors
 - Font colors
 - Borders
 - Number and text formats
- Blank rows and columns

Workbook

- File name
- File size
- Password
- Calculation settings (manual/automatic)
- VBA macros
- Workbook links
- Data connections
- Document properties:
 - Created by
 - Date created
 - Date saved

Please refer to <http://professor-excel.com/checklist-finalize> for details on each checklist item.