**EXCEL CHECKLIST**

All your excel spreadsheets must have:

1. A title
2. Your name (and partners’ names if appropriate)
3. Titles for each column and row with units
4. Headings for columns (A, B, C etc.) and for rows (1, 2, 3 etc.)
5. ALL Formulas used to do calculations- using ONLY cell references
6. Gridlines printed for spreadsheets

All graphs must

1. Have title
2. Have both axes with titles/labels with units
3. show the fitted equation next to the title (from which you can find the slope and intercept for linear).
4. have both axes with even gridlines that make the graph look like the commercial ones
5. have both axes with proper scaling, so that the graph takes 80-90% of the graphing area
6. **be as large as possible** on the whole page resulting in good resolution.