

NOTES ON DOCUMENTING YOUR SPREADSHEET

You are trying to get at two lots of marks here;

15 marks for making a spreadsheet and **4 marks** for technical documentation.

This is the big one in that there are 19 marks up for grabs here.

Call this piece of work; **Technical documentation of my spreadsheet.**

FOR STARTERS

Screen shot every page of your solution and underneath write down what it does in as much detail as you

THEN

explain how information on some of the pages is linked to information on other pages.

At this point you may want to start to screen shot bits of formula in the case above Vlookup to say **How** your spreadsheet does what it does.

NEXT

Explain every function, formula or feature you use once. And then refer to it if you use it elsewhere.

You should have used most the following functions and features;

If

Vlookup – for getting names and products on an order sheet for example

Sum - adding stuff up in a few places

Now – gives you the date

Named ranges - you will have used named ranges on your customer and product sheets to get your lookups working

Validation from lists - this lets you have drop downs for picking products.

Currency and date formatting - err pretty obvious this

Pivot tables – used for financial analysis

Macros – used the in a few places you did.

Sorting of data – your product and customer lists needed to be in ascending alphabetical order for your lookups to work.

Conditional formatting – you may have this on your stock list to show products that need re ordering

Cell protection – used to stop someone who doesn't know what they are doing wrecking your spreadsheet

FINALLY INCLUDE

Complete copies of all your macro code from the VB view.

Screenshots of each page in formula view annotated in fscapture if it helps.

AND FINALLY, FINALLY

To get the 4 technical documentation marks you need to present your work as an easy to read report that allows me to understand what your spreadsheet does without me having the excel file in front of me.