2.4 LESSON NOTES

FORMATTING YOUR SPREADSHEET DATA

- No blank rows

- No merged cells

- No totals or subtotal

- Cells should only contain data - no notes, charts etc

- Date fields

  - Should contain at least Year, Month & Day

  - Should all have the same format (e.g. YYYY-MM-DD)

- Check all data is correctly formatted - check alignmentii

  - **Text** dimensions should be aligned to the **left**

  - **Metrics and Dates** should be aligned to the **right**