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- 8.4.3.3 Choose the View tab, select Page Layout and check the Gridlines and Headings options.
- 8.4.3.4 Print the spreadsheet. Ensure that the formulas are visible. Initial and date the spreadsheet.
- 8.4.3.5 The formula printout should be visually examined to ensure that all cell references are correct.
- 8.4.4 If any one of the following tests fails, the spreadsheet will be modified to resolve the failure and all tests will be repeated.
- 8.4.5 Calculation Test – Performed to verify that correct formulas are entered and accurate results are obtained. Ensure that for every test there are several unique values entered into each input column/row.
 - 8.4.5.1 Create copies of the original in the workbook for each of the tests.
 - 8.4.5.2 Sample Test - Enter realistic data (simulated or actually obtained from an analysis) in the spreadsheet input cells.
 - 8.4.5.3 Range/Precision Test – Performed to verify that results are accurate when extremely small or large values are entered.
 - 8.4.5.3.1 Enter the smallest expected values at the correct precision (e.g. enter 0.01 for 0.01 precision).
 - 8.4.5.3.2 Enter the largest expected values at the correct precision (e.g. enter 99.99 for 0.01 precision).
 - 8.4.5.4 Pass/Fail Test – perform if there are protected cells that give a pass/fail result
 - 8.4.5.4.1 Enter data that gives a “pass” result close to the pass/fail threshold
 - 8.4.5.4.2 Enter data that gives a “fail” result close to the pass/fail threshold.
 - 8.4.5.5 Print the sample spreadsheets, and initial/date;
 - 8.4.5.6 Verify the calculated values from the spreadsheet with the values obtained using a handheld calculator or other appropriate means such as alternate calculation software. Document this step in a Laboratory Notebook and include a printout of the spreadsheet indicating the test values.
 - 8.4.5.6.1 Only one example equation is needed for each test.

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8.4.5.6.2 Initial and date the printed spreadsheets. The comparison results must agree to the appropriate accuracy.

8.4.5.6.3 For binary values (e.g. *Pass/Fail* or *True/False*), verify the displayed value is the same as the expected calculated value.

8.4.6 For aggregate functions, enter "0" in one or more fields at the same time as entering some non-zero values in the section below.

8.4.7 Verify calculations are correct and expressed with the correct precision. Document these steps and include the printouts of the spreadsheets indicating the test values.