

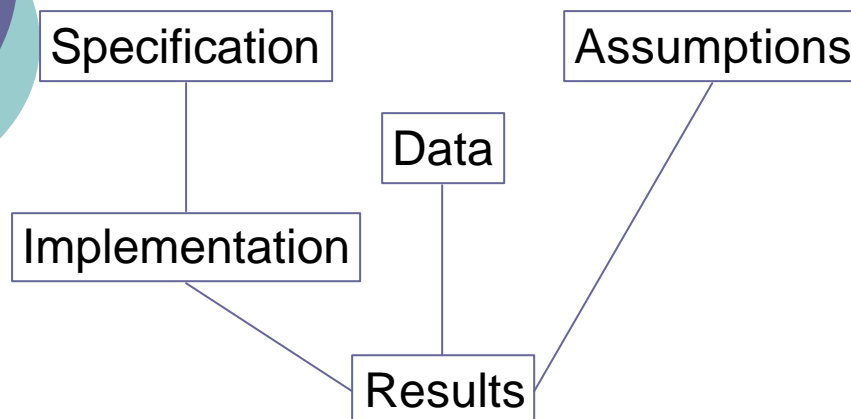


Being less subversive

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Do you believe it?





Systems and controls

- Be aware of what can go wrong
- Process
 - Specification
 - Developing and maintaining
 - Testing and reviewing
 - Using
- Techniques
 - Formulae etc
 - Formatting and layout
 - Macros and other tools



Specification

- The only way that you can tell whether the spreadsheet is correct
- **Always** needed
- Level of detail and sophistication may vary



Developing and maintaining

- Moving from specification to implementation
- Maintenance always happens; changes are always needed
- Control your versions!
 - Development, testing, release
 - Record information in the spreadsheet itself
 - Use a good naming convention



Testing and reviewing

- Version control
 - What version has passed which tests?
 - Which tests should be applied to which version?
- Testing vs reviewing
- Use reviewing tools



Using

- Version control
 - What version are you using?
 - Use a copy, not the original
- What changes should you make?
 - Assumptions
 - Data
 - Formulae
- Templates



Formulae

- Try to make it hard to go wrong
- If it's difficult for someone else to understand, it was probably difficult for you to get right



Good formulae

- Explicit assumptions (no hard coded constants)
- Short, easy to read
 - Use Names
 - Avoid nested formulae
 - Use intermediate results where necessary



Formula pitfalls

- Don't test for equality on floating point numbers
- Don't use real-valued lookups
- Use correct timing for discounting functions
- ...
- In general, be aware of specifications of built in formulae



Formatting

- Distinguish inputs and outputs
- Make it clear what the user is allowed to do
- Don't disguise things!
 - No white on white
 - Hiding information under controls or graphs



Layout

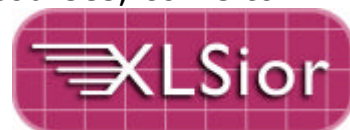
- Make things clear
- Think of the different users
 - Maintainer
 - Player
 - Viewer
 - Auditor

Macros and other tools

- Solver, goal seek ...
- External links
- Big problem is loss of consistency
- Watch out for manual calculation setting!

Get help!

- Use appropriate tools
 - Reviewing: SpACE, Operis, Spreadsheet detective, Spreadsheet professional, ExChecker, ...
- XLSior: testing, documentation, version control, external links, ...
- Learn about good practice
 - Read books, attend courses, come to EuSpRIG ...





Be aware

- Of what can go wrong
- Of the likelihood that it will go wrong
- Of overconfidence (even after allowing for it)

- Treat developing or using a spreadsheet as a risk management exercise