

# EXCEL Etiquette for Engineers

Note Title

2012-08-28

## Some Suggestions:

\* Title  
Name  
Date

\* Tables

### Ideal Gas Law

$$pV = nRT$$

↑ ↑ ↑

$$V_g = (nRT) \frac{1}{p}$$

$$\frac{V_j}{V_g}$$

$$V_j @ p_{sc} = 1 \text{ atm}$$
$$T_{sc} = 15.56^\circ\text{C} (60^\circ\text{F})$$

## - Pre-Header Information

Text Descriptor A, e.g. Radius	1.234	cm
Text Descriptor B, e.g. Diameter	2.468	cm

- Headers row Must Centered } Optional bold

- units row Centered } italic (psia) [psia]

## - Digits

- 3-4 significant digits usually OK (eye-comprehensible)
- Machine "knows" 15-16 digits
- Sometimes E format  $1.23E-4$
- Setup immediately! (to avoid forgetting)

## \* Equations

### - Cell Referencing

- A1 : relative
- \$A1 : fixed column A
- A\$1 : fixed row 1
- \$A\$1 : fixed cell (column & row)

$$= A1 * B2 / C3 + D4 \wedge 2 / \text{SQRT}(E5) * \text{EXP}(F6) + G7$$
$$* H8 - I9 / J10 + (\text{LOG}(K11) * L12) / \text{LN}(M13)$$

A B C D

1 1

2 2

3 3

4 4

Result = 2947.34 or 2947 (proper etiquette!)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	1													
2		2												
3			3											
4				4										
5					5									
6						6								
7							7							
8								8						
9									9					
10										10				
11											11			
12												12		
13													13	
14														
15														
16	2947.34													
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														

= A1\*B2/C3 + D4^2/SQRT(E5)\*EXP(F6) + G7  
\* H8 - I9/J10 + (LOG(K11)\*L12)/LN(M13)

## \* Charts (Figures)

- Always on a separate sheet (tab)
- White background (not default gray)
- Black lines
- 16 or 18 pt font - all text (except legends = 12-14 pt)
- Symbols:

○   △   □   ◇   ×   +   \*

white "inside"

●   ▲   ■   ◆

4-8 pt usually  
↑  
many data  
↑  
fewer data

- Lines: solid, thickest (never thinnest)
- Colors: OK  
Black, Red, Blue, Green, Pink

- Grid Lines
  - Show major
  - Only minor ticks (inside)
- Min/Max x- and y- selection
  - Use "nice" round values

0   50   100   150   200   NOT   0   48   96   ...

- 2nd (Right) y-axis
  - Try to use same major ticks / lines
- Log axes: 1   10   100 ... use "General" number format (often)