



# Property Guidelines for Excel

## Worksheet Property Guidelines

### Worksheet Names

A worksheet must have a unique, clear and descriptive name. The name must be no more than 30 characters long. Worksheet names provide information about the content of the worksheet. To rename the worksheet:

1. Double-click the sheet tab.
2. Type in the new name.

### Delete Blank Worksheets

Deleting blank sheets ensures that all users, including screen reader users and sighted users, don't waste any time navigating to them to see if there is any content there.



### Hide Empty Rows and Columns

Once all the tables have been added to a worksheet, hiding the empty rows and columns that are **outside** of tables improves navigation for people using screen reader or navigating with a keyboard by preventing accidental navigation into large empty areas of the spreadsheet.

**Before:**

	A	B	C	D	E	F	G
1	<b>Historic Data - High Level Summary</b>						
2	<b>TIME PERIOD AND ELIGIBILITY GROUP SERVED:</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>Totals (2007-2010)</b>	
3	EXPENDITURES AND UPL	\$ 1,029,726,791	\$ 1,194,691,949	\$ 1,344,270,362	\$ 1,476,426,137	\$ 5,045,115,238	
4	ELIGIBLE MEMBER MONTHS	2,925,756	2,968,538	3,020,974	3,095,763	12,011,031	
5	PER MEMBER PER MONTH COSTS	\$ 352	\$ 402	\$ 445	\$ 477	\$ 420	
6	<b>Grand Total Expenditures</b>	<b>\$ 1,032,652,899</b>	<b>\$ 1,197,660,889</b>	<b>\$ 1,347,291,781</b>	<b>\$ 1,479,522,377</b>	<b>\$ 5,057,126,689</b>	
7							
8							
9							
10							
11							
12							

**After:**

	A	B	C	D	E	F
1	<b>Historic Data - High Level Summary</b>					
2	<b>TIME PERIOD AND ELIGIBILITY GROUP SERVED:</b>	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>Totals (2007-2010)</b>
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To **hide** the empty **columns** to the right:

1. Select the last column at the edge of the longest table.
2. Press **SHIFT+CTRL+RIGHT ARROW** to select all the other empty columns.
3. Right-click anywhere in the gray area and select **Hide**.

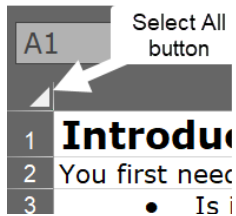
To **hide** the empty **rows** at the bottom of the table:

1. Select the last row at the edge of the last table to select it.
2. Press **SHIFT+CTRL+DOWN ARROW** to select all the other empty rows.
3. Right-click anywhere in the gray area and select **Hide**.

If you need to unhide columns or rows to add additional columns or rows, follow these steps.

To **unhide columns or rows**:

1. Click on the **Select All** button.



2. Go to the **Home** tab.
3. In the **Cells** group, click on the **Format** drop-down button.
4. The drop-down menu opens. Hover over the **Hide & Unhide** button and select your desired option.

## Header and Footer

Headers and Footers are only present in the print view for the worksheet and **must not** contain vital information. Use them for branding only.

To access the Header and Footer:

1. Click on the **Insert** tab.
2. Go to the Text group and click on the **Header and Footer** button.

## File Property Guidelines

File properties, also known as metadata, are details about a file that describe or identify it. You must fill out the Title and Author text fields.

The Title should be meaningful, understandable, and specific. This will not look like a file name. With file names it is typical to use shorthand that makes it difficult for everyone to understand what the file is about.

For the Author text field type either: Texas Health and Human Services or Department of State Health Services.

1. Click on the **File** tab to Excel's Back Office.
2. Click on the **Info** button.

3. Fill out the **Title** and **Author** text fields.


Properties ▾

Size	6.05KB
<b>Title</b>	<b>Add a title</b>
Tags	Add a tag
Categories	Add a category

Related Dates


Last Modified	6/5/2015 1:17 PM
Created	6/5/2015 1:17 PM
Last Printed	

Related People

Author	 Chopin, Cornelius (HHSC)
	Add an author

Last Modified By Not saved yet

Related Documents

 Open File Location

[Show All Properties](#)