Before You Hit Send:
Three Attributes Your Excel Worksheet Should Have

Headers and Footers are areas in the top, bottom, and side margins of each page in a document. You can insert or change text or graphics in headers and footers. For example, you can add page numbers, the time and date, the document title or file name, or the author’s name.

Ready to Print Your worksheet looks fine on the screen and now you’re ready to email it? Not so fast. Be sure to print preview your worksheet. The user of the worksheet should not have to spend time formatting the worksheet before printing.

Use Formatting and Colors to help the user draw conclusions from your worksheet. Your worksheet should be visually attractive and help the user navigate through the columns and rows. You can do this manually by highlighting entire columns, rows or single cells. Excel also has a tool, Conditional Formatting which can do this for you based on rules you assign.

Links to Video Demonstrations

Adding headers and footers: [Headers and Footer]
Getting your worksheets printer ready: [Before You Print]
Using Conditional Formatting: [Conditional Formatting]