

Subject: Naming of files and standard format for excel.

It is very difficult to determine the age of soft copies of documents like word, excel, etc. This is leading to several errors. Besides, when the file is sent to others, they too have to put in extra effort to name the file correctly before saving. Therefore, all staff members shall follow the naming guideline given below.

1. Naming of files.
 - a. This applicable to all types of files like excel, word, power point, images - jpeg, autocad - dwg, pdf, etc.
 - b. This shall be followed by staff of all divisions. Ensure that the file is properly named when you send it by email or viber.
 - c. Fine of Rs. 100 will be imposed if the above is not followed.
 - d. File names should have 4 parts.
 - i. First part should contain project name like 'MGA'.
 - ii. Second part should have description of document like 'grid for estimate'.
 - iii. Third part should have date like '14-02-20' (do not use '.' instead use '-').
 - iv. Fourth part should have version no. like 'ver6C'. eg.: MGA grid for estimate 14-02-20 ver6C.
 - e. Start with ver1.
 - i. Revised estimates/drafts on the same day can be saved as ver1B, ver1C, etc.
 - ii. For other days use ver2, ver3, etc., and change date.
2. Basics of using excel. Sample file is attached. It has 3 sheets for different purposes which are appropriately formatted. Use the sheet as starting point for new work.
 - a. In every excel sheet give a title /description of the sheet, prepared by and date.
 - b. Set font to times new roman, font size 10.
 - c. Use the comma style function to ensure that all numbers are represented as numbers with comma.
 - d. Remove decimals except where required like eg.: rates.
 - e. Left align text.
 - f. Right align numbers.
 - g. Do not merge cells.
 - h. Do not use formatting like bold, highlighting, colours, etc.
 - i. Use '-' in date. Do not use '.'
 - j. In page layout choose normal margin in A4 size.
 - k. Print titles where excel sheet has more than 20 rows.
 - l. Select gridlines print.
 - m. In header add file name and sheet name (&[file], &[tab]).
 - n. In footer add page __ of __ (Page &[page] of [pages]).
3. Sample word file with letterhead of Modi Properties is attached.
 - a. preferably Times new roman font with size 12.
 - b. Do not use formatting like bold, highlighting, colours, etc.
 - c. In page layout choose normal margin in A4 size.
 - d. letter head of all projects are available in staff login page.
 - e. Use this as a starting point for new documents.

Soham Modi.

Intl Memo no. 912/116 – Excel file check list

Sl. No	Item	Check
A.	In every excel sheet give a title /description of the sheet, prepared by and date.	
B.	Use the comma style function to ensure that all numbers are represented as numbers with comma.	
C.	Remove decimals except where required like eg.: rates.	
D.	Left align text.	
E.	Right align numbers.	
F.	Use ‘–’ in date. Do not use ‘.’	
G.	Print titles where excel sheet has more than 20 rows.	
H.	Select gridlines print.	
I.	In header add file name and sheet name (&[file], &[tab]).	
J.	In footer add page __ of __ (Page &[page] of [pages]).	