

User Manual Checklist		
Area	Items for Review	Response
Organization	Is the manual organized logically?	
Organization	Will users, of all knowledge levels, be able to find what they are looking for?	
Organization	Does the manual contain a table of contents, so that the user can see "at a glance" what it contains?	
Organization	Is the manual or help system indexed in the multiple ways?	
Organization	Will it appeal to users who think to look up the word, as well as those who think to look up the verb?	
Organization	Does the documentation contain a glossary for the user's reference when the terminology becomes confusing?	
Organization	Does the manual contain a quick reference section to assist the user when time is important?	
Organization	Does the documentation contain a troubleshooting section to help the user solve problems quickly without getting frustrated?	
Writing	Is consistent terminology used across the documentation?	
Writing	Do the elements in the structure of the software match what they are called in the documentation?	
Writing	Does the writing use active voice and conversational words?	
Writing	Was the document proofread preferably by someone other than the author?	
Writing	Are grammar and spelling errors eliminated?	
Writing	Does the documentation match the final version of the software?	
Writing	Is the documentation user friendly?	
Writing	Are there any graphical aids such as of the application to help better understanding?	
Design	Does the layout of the pages follow good graphic design principles?	
Design	Is the documentation as user friendly as possible? Does it use bullets, numbers, and tabs?	
Design	Does the documentation use a reasonable number of lines?	
Design	Does the design of the documentation enhance what is written?	
Design	Is the help system designed to eliminate content redundancy?	

Excel 2015 User Guide

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Pandey, Manish Gupta**



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