

Excel Preview Safety Checklist

Before You Open the File

- Check the source — do you recognize the sender or website?
- Look at the file extension (.xlsx, .xlsm, .csv, etc.)
- Avoid downloading right away — look for a Preview or View option

While Previewing the File

- Confirm the file name matches what you expected
- Check sheet names and structure (tabs, columns, layout)
- Scan a few rows to make sure the data looks relevant
- Verify dates, numbers, and headers make sense
- Make sure tables and formatting appear correctly

Red Flags to Watch For

- Blank or missing worksheets
- Broken formatting or unreadable data
- File won't load in preview
- Unusually slow loading or freezing
- Unexpected content that doesn't match the file name

What to Do Next

- If everything looks correct → go ahead and download
- If something feels off → try another preview tool

- If the file won't open → consider using a repair tool
- If the file seems suspicious → don't download it