

# Excel Setup & Safety Checklist

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## 1. Before You Download

- I am using the official Microsoft website (no third-party download sites)
- I chose the right version: Desktop / Web / Mobile
- I checked my Microsoft account and subscription status

## 2. Installation Process

- I downloaded Excel via Microsoft 365 or official installer
- My internet connection is stable during installation
- Installation completed without errors
- I opened Excel after installation

## 3. Activation & First Test

- I signed in with my Microsoft account
- Excel is activated successfully
- I created a test workbook
- I saved the file and reopened it

## 4. File Safety Setup

- I created a main working folder for Excel files
- I use clear file names (e.g., Budget-2026-v1.xlsx)
- I enabled autosave or cloud sync (OneDrive)
- I made at least one backup copy

## **5. Avoid Common Problems**

- I don't download Excel from unknown websites
- I don't overwrite important files without backup
- I avoid editing critical files only on mobile
- I keep Excel updated

## **6. Optional (Recommended)**

- I tested opening a file in Excel Online
- I understand when to use desktop vs web version
- I know basic formulas (SUM, IF, XLOOKUP)
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