

This app can be used in different ways.

1. As a simple checklist.
2. As a simple voting list.

1. Checklist

Just fill in the information you want in the text spaces and if applicable check the appropriate cell (column M) with an X. The cell adjacent to the X will turn green.

Simultaneously the values of the cells in column P will change. When filling a cell in column M the value in cell P2 will increase with 1 and the cell in P3 will decrease with 1.

The value in cell P5 is determined by the number of cells you fill with characters (column D).

Don't worry about the macro in this sheet, it's just a quicker way to sort your list alphabetically. The macro will sort data in column D to column N meaning that you will not lose your checked cells after sorting. In other words: each row should stay as it was before the sorting operation. After entering data in a row you can simply hit [ctrl+s] to sort your list. The advantage here is that you can do this anywhere in your list without having to select the appropriate cells.

2. Voting list

This list will only work as a single topic voting list, not as a multiple topic list. So if you want to decide who is going to be your next CEO this isn't the right tool (unless there's only one candidate).

It's quite simple: just fill in the names of your voters (column D) and if you like, any additional information in columns H to L. Then check the M cell in the same row with Y for yes, N for no and A for abstention. Excel will give you the number of voters for each category as well as the corresponding percentage. T stands for the total of all people who have voted.

Don't forget: to sort just hit [ctrl+s].

Remark:

You can freely delete an item from your list or add one and when you're ready just perform the sort operation. So you won't have to start from scratch each time items change.