

Spreadsheets Exercise

Topic: Data Validation

Details: Restricting and guiding data input within a spreadsheet database

1. Locate a place for saving your exercise files, creating a folder named: DataValidation
2. Within the Excel Workbook file named Deliveries, navigate to cell A4 and type the following carrier into the cell: Crash Resistant Mega Loader
3. Apply a Data Validation Rule to Cell B4 for Warehouse Name to be permitted from a list as follows: Magenta, Blue Horizon, Sunshine Yellow, Receiving Only, XL Warehouse.
Provide a message to the user to state the exact name from the list is only allowed.
Provide for an error message for anything outside of the list as "Refer to the list and do not accept any other warehouse delivery".
4. Apply a Data Validation Rule to Cell C4 to allow for 10 or less pallets being recorded.
Provide a message to the user to state 10 or less pallets are only accepted.
Provide for an error message warning any load exceeding 10 pallets requires special authorisation from management.
5. In cell D4, apply a Validation Rule to allow for whole numbers between the relevant values as suggested in the header row.
Provide a message to the user explaining.
Provide for an error message to explain the values must be whole numbers and between 100 Kg and 1200 Kg inclusive.
6. In cell E4, apply a Validation Rule to allow whole number currency values less than 100,000
Provide a relevant user message and error message.
7. Using screenshots within a new blank Microsoft Word document for each question number test by inputting incorrect data and then correct data for each of the cells containing the above Validation Rules. Ensure evidence is provided showing user messages, error messages and then correct input for questions 3,4, 5 and 6 above (in other words, every cell containing the relevant Validation Rule).
8. Save the Excel Workbook to the folder named DataValidation as: 1DelValid
9. Save the Word document file to the same folder named DataValidation as: 2ValidCheck
10. Close all files
11. Try it yourself with your own files.