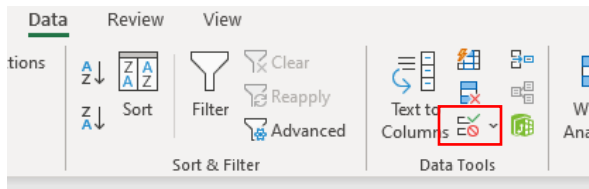


Practice Exercise 9: Data Validation

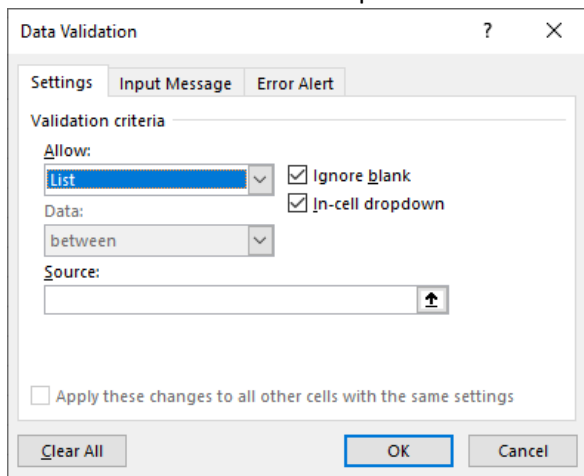
Instructions: List

Open sheet Exer11.

1. Select cells A2:A14.
2. Assign a Named Range for the selected cell range, **products**.
3. Click cell E2.
4. Go to **Data Tab**, and click **Data Validation**.



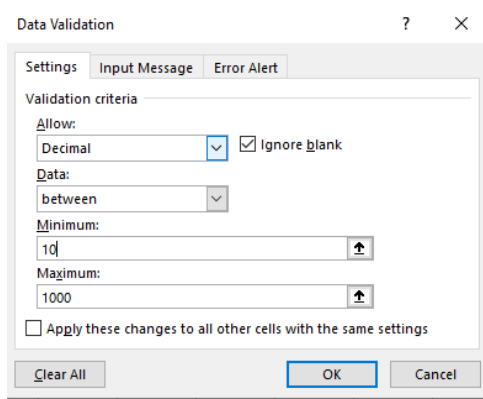
5. Select List from the Allow dropdown.



6. In the source enter the values: **Cereal, Wheat Cracker, Peanuts**. Click OK.
7. Click cell E2, then click Data Validation again.
8. Replace the value in the source to **=products**

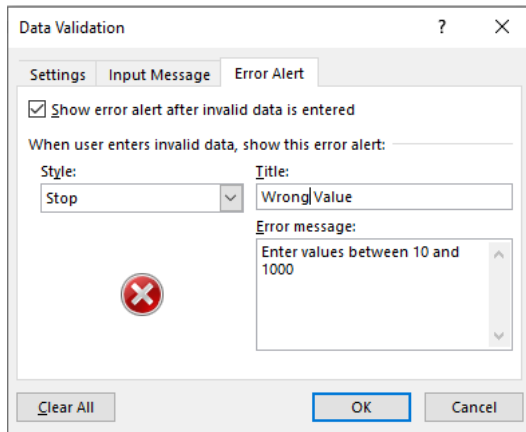
Instructions: Decimal

1. Click Cell B2.
2. Go to Data Validation.
3. In the Allow dropdown select Decimal.
4. Set minimum value to 10 and maximum to 1000. Click OK



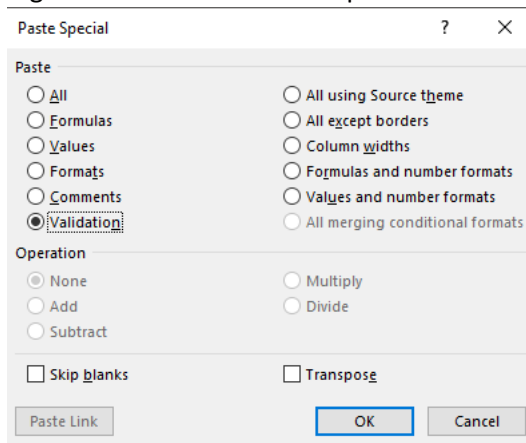
The Data Validation dialog box is shown with the 'Settings' tab selected. Under 'Validation criteria', 'Allow' is set to 'Decimal' and 'Ignore blank' is checked. 'Data' is set to 'between'. The 'Minimum' value is 10 and the 'Maximum' value is 1000. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'OK' button is highlighted.

5. Go to Error Alert tab. Set the Title and Error message shows below. Click OK.



The Data Validation dialog box is shown with the 'Error Alert' tab selected. The 'Show error alert after invalid data is entered' checkbox is checked. The 'Style' is set to 'Stop'. The 'Title' is 'Wrong! Value' and the 'Error message' is 'Enter values between 10 and 1000'. A red 'X' icon is displayed. The 'OK' button is highlighted.

6. Test the data validation by entering values out of range in cell B2.
7. Copy cell B2, and highlight cells B3:B14.
8. Right click and select Paste Special. Click Validation. Click OK.



The Paste Special dialog box is shown. Under 'Paste', 'Validation' is selected. Under 'Operation', 'None' is selected. The 'Skip blanks' and 'Transpose' checkboxes are unchecked. The 'OK' button is highlighted.

9. The data validation is copied to the selected range. Test it by entering values out of range.