What is data validation?

To ensure that correct data is entered and stored in a worksheet, you can use data validation to create a set of rules that determines what users can enter in a specific cell or range.

Excel provides features that will help validate data as it is entered into a worksheet. You can specify the type of data that is allowed and/or a range of acceptable values. If a value is entered that does not meet the requirements, an error message is displayed. Setting a rule is a preventative measure, allowing you to validate data upon entry. You can set up various rules relating to data entry as well as providing an input message to aid the user in entering data.

What is the difference between worksheet protection and workbook protection?

Worksheet protection controls the user's ability to edit cells within the worksheet. Workbook protection controls the user's ability to change the structure of the workbook (including worksheet names) and the format of the workbook window

- Protecting a **Worksheet**
  - When you set up worksheet protection, you specify which actions are still available to users in the protected worksheet
  - You can limit the user to selecting only unlocked cells, or allow the user to select any cell in the worksheet; these choices remain active as long as the worksheet is protected
  - A protected worksheet can always be unprotected
  - You can add a password that must be entered to turn off the protect
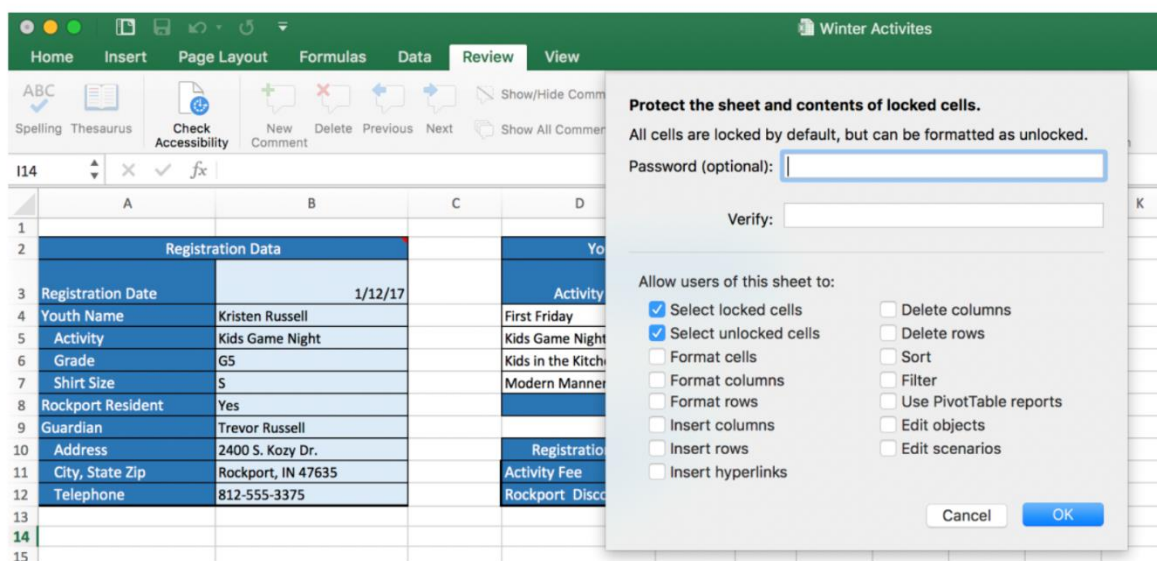
- Protecting a **Workbook**
  - Worksheet protection applies only to the contents of a worksheet, not to the worksheet itself
  - To keep a worksheet from being modified, you need to protect the workbook
  - You can protect both the structure and the windows of a workbook
  - Protecting the structure prevents users from renaming, deleting, hiding, or inserting worksheets