

3/1/2026

ASSIGNMENT-7

(Data Validation, Security & Password, Subtotal)

Ques.1 How do you create a drop-down list using data validation in Excel?

Ans.1) Select the cell where the drop-down is required.

- Go to Data → Data Validation
- In Allow, choose list
- Enter values separated by commas or select a range.
- Click OK to create the drop-down.

EXAMPLE: Apple, Mango, Banana.

~~# Used in standardising data entry and avoid errors.~~

Ques.2 What steps would you take to ensure data validation rules are applied correctly?

Ans.2) Select the correct target cells before applying validation

- Choose the appropriate validation type (List, Whole No., Date)
 - Use Input Message to guide users.
 - Enable Error Alert to block invalid entries.
 - Test by entering both valid and invalid values.
- # Ensures accuracy and consistency in data.

Ques.3 Explain the process of protecting a worksheet with a password.

Ans.3) Go to Review → Protect Sheet.

- Choose actions users are allowed to perform.
- Enter and confirm the password
- Click OK.

Prevents unauthorized editing of worksheet content.

Ques.4 How do you protect specific cells while allowing others to be edited?

Ans.4) Select editable cells → Right click → Format Cells.

- Go to Protection Tab → Uncheck Locked.

- Protect the sheet using Review → Protect Sheet.

- Locked cells remain protected; unlocked cells stay editable.

Used in forms and templates.

Ques.5 What is the purpose of the SUBTOTAL function, and how is it different from SUM?

Ans.5) SUBTOTAL performs calculations on filtered data only.

SUM include all values, even hidden ones.

SYNTAX := SUBTOTAL (function_num, range)

EXAMPLE := SUBTOTAL (9, A1:A10)

Ideal for filtered reports

Ques.6 How do you apply Data Validation to prevent duplicate entries?

Ans.6) Select the data range

- Go to Data → Data Validation

- Choose custom.

- Use formula : COUNTIF (A:A, A1)=1

Set Error Alert.

Prevents duplicate IDs or entries.

Ques.7 How would you restrict data entry to a specific range of values?

Ans.7) Select the cells.

- Go to Data → Data Validation

- Choose Whole Number or Decimal

- Set minimum and maximum values.
- Click OK.

Ensures controlled numeric input.

Ques.8 What security options are available in Excel for protecting Workbooks?

Ans.8) Protect Worksheet (lock cells)

- Protect Workbook / structures & Sheets)
- Password to Open file.
- Password to Modify file.
- Hide formulas and Lock cells.

Protects Data Integrity and confidentiality.

Ques.9 How do you hide formulas in a worksheet while still allowing data entry?

Ans.9) Select formula cells → format Cells

- Check Hidden and Locked.
- Protects the worksheet.
- Users can see results but not formulas.

Used in professional reports.

Ques.10 Explain how to use the SUBTOTAL function on filtered data.

Ans.10) Apply filters to your dataset.

- Use SUBTOTAL instead of SUM.
- EXAMPLE: =SUBTOTAL(9, B2:B20)
- Function updates automatically when filters change.

Essential for dynamic reporting and analysis.