

Experiment No. 1.3

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Branch: MCA - CCD

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Subject Name: Business Analytical Lab

UID: 22MCC20043

Section/Group: 22MCD-1/ Grp B

Subject Code: 22CAH-703

1. Aim/Overview of the practical:

- Assign a name to a range of cells to make it easier to reference those ranges in calculations, create a drop-down menu to make data entry quicker and more efficient.
- Use sort and filter to find and organize data in large databases, custom filters.

2. Code for experiment/practical:

a. Assign a name to a range of cells to make it easier to reference those ranges in calculations

- Select a cell.
- In the Name Box, type a name.



- Press Enter.
- To reference this value in another table, type the equal sign (=) and the Name, then select Enter.
Like: =Desc

	A	B	C	D
1	Name	Roll No	Attendance	Description
2	Parvinder Singh	1001	Present	Computer Science, Mathematic
3	Sumit Rana	1002	Absent	=Desc
4	Krishan Rana	1003	Present	
5	Sagar Thakur	1004	Non-Reporting	

	A	B	C	D
1	Name	Roll No	Attendance	Description
2	Parvinder Singh	1001	Present	Computer Science, Mathematic
3	Sumit Rana	1002	Absent	Computer Science, Mathematic
4	Krishan Rana	1003	Present	
5	Sagar Thakur	1004	Non-Reporting	

Create a drop-down menu to make data entry quicker and more efficient.

- Select Data tab from the ribbon then select data validation under data tools, A pop up box will appear.
- Select list in the validation criteria allow under settings.
- Enter the values for your drop-down list
- Also Enter Input message button, Error Alert.
- Click OK.
- Drop-Down List created successfully.
- When we click on cell which contains list a Drop-Down list will appear to choose from.

Result:

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: List

Data: between

Source: Present, Absent, Non-Reporting

☒ Ignore blank

☒ In-cell dropdown

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

Data Validation

Settings Input Message Error Alert

☒ Show input message when cell is selected

When cell is selected, show this input message:

Title: Attendance

Input message: Mark the attendance

Clear All OK Cancel

Data Validation

Settings Input Message Error Alert

☒ Show error alert after invalid data is entered

When user enters invalid data, show this error alert:

Style: Warning

Title: Undefined

Error message: Please enter valid range

Clear All OK Cancel

	A	B	C
1	Name	Roll No	Attendance
2	Parvinder Singh	1001	Present
3	Sumit Rana	1002	Absent
4	Krishan Rana	1003	
5	Sagar Thakur	1004	Present
6	Simran	1005	Absent
7	Amandeep Kaur	1006	Non-Reporting
8	Kuljeet Singh	1007	
9	Bhawna	1008	
10	Manvi Sharma	1009	
11	Simranjeet Kaur	1010	

	A	B	C
1	Name	Roll No	Attendance
2	Parvinder Singh	1001	Present
3	Sumit Rana	1002	Absent
4	Krishan Rana	1003	Present
5	Sagar Thakur	1004	Non-Reporting
6	Simran	1005	Absent
7	Amandeep Kaur	1006	Present
8	Kuljeet Singh	1007	Null
9	Bhawna	1008	

Undefined



Please enter valid range

Continue?


Yes No Cancel Help

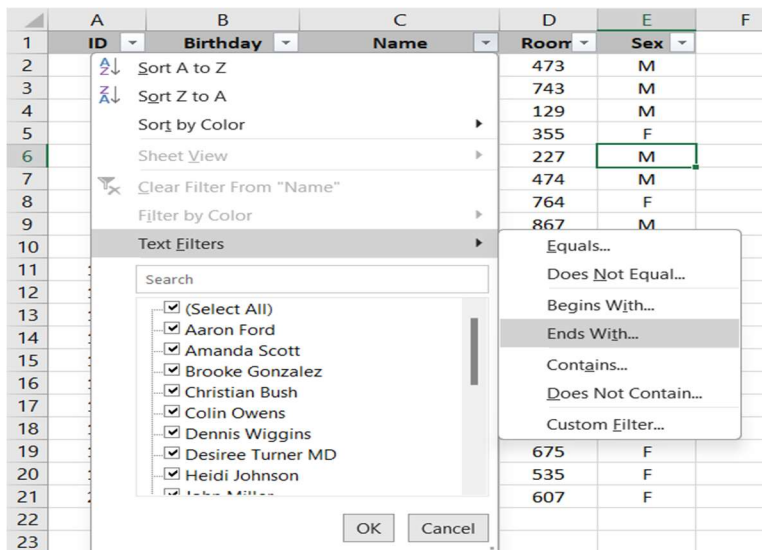
b. Use sort and filter to find and organize data in large databases, custom filters.

Sorting:

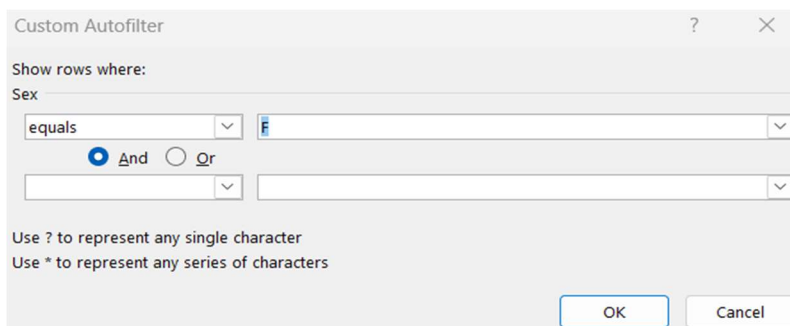
- Select a single cell in the column you want to sort.
- On the Data tab, in the Sort & Filter group, click  to perform an ascending sort (from A to Z, or smallest number to largest).
- Click  to perform a descending sort (from Z to A, or largest number to smallest).

Filtering:

- Select any cell within the range.
- Select Data > Filter.
- Select the column header arrow .
- Select Text Filters or Number Filters, and then select a comparison, like Between



- Enter the filter criteria and select OK.



Result:

	A	B	C	D	E
1	ID ▾	Birthday ▾	Name ▾	Room ▾	Sex ▾
3	20	10-07-1987	Amanda Scott	607	F
12	19	23-04-1964	Julie Hampton	535	F
14	4	19-11-1915	Nathaniel Clark	355	F
16	13	26-10-1950	Peter Henderson	72	F
17	18	08-09-1960	Robert Malone	675	F
18	16	04-08-2007	Russell Deleon	832	F
20	9	25-11-1975	Yvonne Moody	350	F
21	7	15-12-2016	Zachary Santiago	764	F

Learning outcomes (What I have learnt):

- To implement Drop Down List.
- To implement Sort and Filter.