

## Activity 3: Create a data validation rule and name a range

In this activity, you'll continue working with your spreadsheet from the previous activity. You'll name a range for the bakery products, then use a data validation rule to ensure that everyone entering products into the spreadsheet will use the correct value. You'll then repeat the process for regions.

Complete the following steps:

1. Create a named range "Products." Select **C2:C289**, right click, and select **Define named range**.
2. Create a data validation rule for the bakery products, but before we do that let's make sure that there are no leading or trailing whitespace characters in the product column. From the **Data** menu, select **Trim whitespace**, then click **OK**.
3. Now, from the **Data** menu, select **Data validation**.
4. For the Cell range, specify your named range **Products**.
5. For criteria, choose **List of items** and type in **Cinnamon bun,Rye bread,Pastries**
6. Choose to **Show dropdown list in cell** and **Show warning**, then click **Save**.
7. Review the Products range as you will note that there are some invalid entries in this range. Find all the instances of invalid data and correct them by choosing a selection from the dropdown list.
8. Create another data validation rule for the regions. Are there any errors?