We have been given a stationery ordering spreadsheet that has many errors.

Cells with a yellow background require you to type an answer. A blue background means that you should

select from the drop-down list.

Cells will go green when you have entered the correct answer.

By first activating the top left cell and selecting Error checking, and Next,

count the number of cells with suspected error in them. Report the number here

Does the number reported above represent the number of cells we need to repair? Explain.

Activate the cell M2, one of the cells containing an error, then select Trace Dependents. What happens and why?

There are 3 (other) cells that should agree with the value in cell B2. Report their addresses here

What is the name given to the type of checking being done here?

Is there another group of cells that should agree in their value? If so, list their addresses

Activate L2 and use the Trace Error to find the root cause of the error

report in that cell. Was there anything to edit in cell L2 itself?

Activate M17, then, by repeated use of the Trace Precedents,

determine the number of generations behind the result. Report the answer here.

Go ahead and fix all errors. Provide the values of the cells requested.

B2 =

H2 =

L 9 =

We wish to protect this spreadsheet from further errors after we pass it on as out

duty of care. The data resides in columns B to G.

What facility would allow us to protect the formulae in column H as well as the

summary tables to the right of this.

Driefly outline what to do for the data in K2:M17

The errors found were all due to user input. Data Validation could have been used to minimise their occurrence.

State the type of Data Validation that might have been used for each of the columns requested

col B

col C

col D

col E

col F

col G

Well done. Don't forget to save your work.