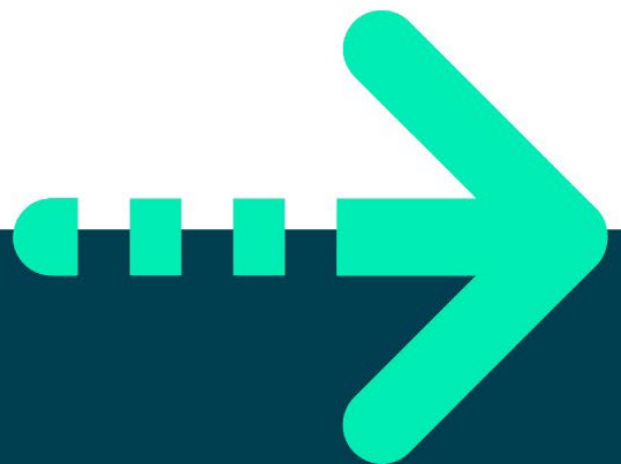# Activity 3 – Data validation task

Learner guide

How to Use This Workbook

Activity
Alongside this icon you'll find details of the group/individual activity or a point for everyone to discuss.

Useful Tool
This icon indicates a technique that will help you put what you learn into practice.

Important Idea or Concept
Generally, this icon is used to draw your attention to ideas that you need to understand by this point in the course. Let your trainer know if you do not understand or see the relevance of this idea or concept.

Helpful Hint
This icon guides you to tips or hints that will help you avoid the standard pitfalls that await the unwary practitioner or to show you how you might increase your effectiveness or efficiency in practising what you have learnt.

Key Point
This icon is used to indicate something that practitioners in this field should know. It's likely to be one of the major things to remember from the course, so check you do understand these key points.

Reference Material
When we have only touched briefly on a topic this icon highlights where to look for additional information on the subject. It may also be used to draw your attention to International or National Standards or Web addresses that have interesting collections of information.

Definition
Where a word with a very specific definition (or one that could be described as jargon) is introduced this will highlight that a definition is provided. (These words will also be found in the Glossary at the back of the workbook.)

Warning
This icon is used to point out important information that may affect you and your use of the product or service in question.

Introduction

In your Discover (online) session, you completed an activity on data validation which consisted of the following topics.

- Setting up Data Validation
- Setting up List Validation
- Configuring Messages and Alerts
- Conditional Data Validation
- Data Validation errors.

In this activity, you will go through some review questions and complete a series of tasks that follows from your Discover work.

Review questions

1. What are the alert styles that can be displayed in a validation error alert?

2. What function can be used when defining conditional validation?

3. How can you display validation errors?

Task

> **Independent activity:**
>
> **Working with data validation**

In this activity, you are going to change the validation settings on a staff workbook to prevent incorrect data entry.

1. Open the workbook called **IA DATA VALIDATION.XLSX**

2. Set the validation of cells **A2:A100** to be text with a maximum of **20** characters; no input message is needed, but a warning should be displayed if the length is exceeded.

3. Set the validation of cells **B2:B100** to be text with a maximum of **20** characters; no input message is needed, but a warning should be displayed if the length is exceeded.

4. Set the validation of cells **C2:C100** to be dates allowing only today and future dates; ensure that a suitable input message and appropriate warning are displayed.

5. Set the validation of cells **E2:E100** to use the list of locations on the second sheet.

6. Set the validation of cells **F2:F100** to be whole numbers between **2000** and **3000.**

7. Save the file as **MY_DATA_VALIDATION_REVIEW.XLSX.**

8. Display invalid data with validation circles.

9. Enter a new row of information to test the validation.