Data validation demo

Although learners completed an extensive data validation activity in the Discover session, here is a simple Excel data validation demo that you can walk learners through to jog their memory:

This demo introduces learners to basic data validation concepts in Excel and helps them understand how to control and validate the types of data entered into specific cells.

Objective: Demonstrate how to set up data validation in Excel to restrict the type of data entered in a cell.

Steps:

1. **Open Excel:**

   - Open Microsoft Excel and create a new blank workbook.

2. **Data Entry:**

   - In column A, label cells A1 to A5 with the following headers: "Name," "Age," "Email," "Grade," and "Date."

3. **Data Validation for Names:**

   - Select cell B1 (next to "Name").

   - Go to the "Data" tab on the Excel ribbon.

   - Click on "Data Validation" in the "Data Tools" group.

   - In the "Data Validation" dialog box, choose "List" from the "Allow" dropdown.

   - In the "Source" field, type a few names separated by commas (e.g., "John, Jane, Alice").

   - Click "OK."

Now, the cell B1 will only accept names that are in the list you provided.

4. **Data Validation for Age:**

   - Select cell B2 (next to "Age").

   - Go to the "Data Validation" dialog box again.

   - Choose "Whole number" from the "Allow" dropdown.

   - Optionally, set minimum and maximum values for age (e.g., between 18 and 99).

   - Click "OK."

Now, the cell B2 will only accept whole numbers within the specified range.

5. **Data Validation for Email:**

- Select cell B3 (next to "Email").
- Go to the "Data Validation" dialog box.
- Choose "Text length" from the "Allow" dropdown.
- Set the minimum and maximum text length for a typical email address (e.g., between 5 and 50 characters).
- Optionally, you can use a custom formula to check if the text contains the "@" symbol.
- Click "OK."

Now, the cell B3 will only accept text within the specified length and containing the "@" symbol.

6. **Data Validation for Grade:**

- Select cell B4 (next to "Grade").
- Go to the "Data Validation" dialog box.
- Choose "List" from the "Allow" dropdown.
- In the "Source" field, type grade options (e.g., "A, B, C, D, F").
- Click "OK."

Now, the cell B4 will only accept grades that are in the list you provided.

7. **Data Validation for Date:**

- Select cell B5 (next to "Date").
- Go to the "Data Validation" dialog box.
- Choose "Date" from the "Allow" dropdown.
- Set the date range or specific criteria.
- Click "OK."

Now, the cell B5 will only accept dates within the specified range or criteria.

8. **Testing the Data Validation:**

- Have students enter various types of data in the cells and observe how Excel validates or rejects the input based on the defined rules.

Data validation in excel: EXCEL DEMO for inputting time and creating input message and error alert.

1. Enter employee names under employee column in A1:A5 in a new sheet and another column with start time, select start column

2. Click data tab and locate data validation
3. Under settings, Allow>time, data>between, start time>8 am, end time>5 pm
4. Input message, title>instructions> please select a time between 8 am and 5 pm
5. Error alert, Style>Stop, Title>Wrong time, Error message> please select a time between 8 am and 5 pm
6. Enter times on 'start time' column.

Extra: To input time at 10 min interval only

=MOD(MINUTE(B1:B5),10)=0 **MOD** returns the remainder after number is divided by divisor.

Input message, title>instructions> Please input time at 10 min interval only

Error alert, Style>Stop, Title>Wrong time>Please input time at 10 min interval only