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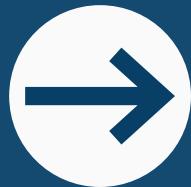
# DATA VALIDATION IN EXCEL



	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	<b>FUTURE</b> <b>VISION</b> COMPUTER INSTITUTE™													
2	E-COMMERCE EMPLOYEES SALES DATASET													
3	Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE		
4	Yash	Sarees	2,000.00	5,000.00	5,600.00	3,000.00	Dev	15,600.00	2,000.00	5,600.00	3,900.00	V.GOOD		
5	Diya	Blouse	1,500.00	Jeans	5,000.00	3,500.00	Trousers	10,000.00	1,500.00	5,000.00	3,333.33	V. GOOD		
6	Raj	Trousers	2,500.00	4,000.00	5,500.00	3,500.00	2,000.00	17,500.00	2,000.00	5,500.00	3,500.00	V. GOOD		
7	Het	Shirt	3,000.00	6,000.00	6,000.00	Yash	2,000.00	17,000.00	2,000.00	6,000.00	4,250.00	EXCELLENT		
8	Dhruv	Jeans	4,000.00	3,500.00	Blouse	5,000.00	500.00	Dhruv	500.00	5,000.00	3,250.00	V. GOOD		
9	Mann	Suit	1,000.00	Suit	3,000.00	2,500.00	800.00	7,300.00	800.00	3,000.00	1,825.00	BAD		
10	Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	400.00	10,400.00	400.00	3,000.00	2,080.00	GOOD		
11														
12														
13														

**"KEEP YOUR SPREADSHEETS CLEAN AND ACCURATE WITH DATA VALIDATION!"**

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FUTURE_VISION_COMPUTERS - Excel (Product Activation Failed)														
File		Home		Insert		Page Layout		Formulas		<b>Data</b>	Review		View	
From Access	From Web	From Text	From Other Sources	Existing Connections	New Query	From Table	Connections	Refresh All	Properties	Sort	Filter	Clear	Reapply	
Get External Data	Get & Transform	Connections	Connections	Connections	Connections	Connections	Connections	Connections	Connections	Sort & Filter	Sort & Filter	Sort & Filter	Sort & Filter	
										Text to Columns	Flash Fill	Remove Duplicates	Data Validation	
										Advanced	Advanced	Advanced	Advanced	
										Consolidate	Relationships	Manage Data Model	What-If Analysis	
										Forecast	Sheet	Forecast	Sheet	
										Group	Ungroup	Subtotal	Show Detail	
										Outline				
B4	:	X	✓	f*	Sarees									
A	B	C	D	E	F	G	H	I	J	K	L	M		
1	<b>FUTURE</b> <b>VISION</b> COMPUTER INSTITUTE™													
2	<b>E-COMMERCE EMPLOYEES SALES DATASET</b>													
3	Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE		
4	Yash	Sarees	2,000.00	5,000.00	5,600.00	3,000.00	1,000.00	16,600.00	1,000.00	5,600.00	3,320.00	V.GOOD		
5	Diya	Sarees	1,500.00	2,500.00	5,000.00	3,500.00	500.00	13,000.00	500.00	5,000.00	2,600.00	GOOD		
6	Raj	Blouse	2,500.00	4,000.00	5,500.00	3,500.00	2,000.00	17,500.00	2,000.00	5,500.00	3,500.00	V. GOOD		
7	Het	Trousers	3,000.00	6,000.00	6,000.00	4,500.00	2,000.00	21,500.00	2,000.00	6,000.00	4,300.00	EXCELLENT		
8	Dhru	Shirt	4,000.00	3,500.00	4,000.00	5,000.00	500.00	17,000.00	500.00	5,000.00	3,400.00	V. GOOD		
9	Mani	Jeans	1,000.00	2,000.00	3,000.00	2,500.00	800.00	9,300.00	800.00	3,000.00	1,860.00	BAD		
10	Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	400.00	10,400.00	400.00	3,000.00	2,080.00	GOOD		
11														
12														
13														

## LIST: RESTRICT INPUT TO A SPECIFIC SET OF VALUES.

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**DATE: ENSURE DATES ARE WITHIN A VALID RANGE.**

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	Employee Name	PRODUCT NAME	2016	2017	2020	PERFORMANCE
4	Yash	Sarees	2,000.00	5,000.00	5,60	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,50	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,00	GOOD

# WHOLE NUMBER: ENSURE ONLY WHOLE NUMBERS ARE ENTERED.

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The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE\_VISION\_COMPUTERS - Excel (Product Activation Failed)". The Data tab is selected. A Data Validation dialog box is open, covering part of the worksheet. The dialog box has tabs for "Settings", "Input Message", and "Error Alert". Under "Allow:", "Decimal" is selected. Under "Data:", "greater than" is selected, with "500" entered in the "Minimum:" field. The "OK" button is highlighted.

**E-COMMERCE EMPLOYEES SALES DATASET**

	Employee Name	PRODUCT NAME	2016	2017	2018	MIN.	MAX.	AVERAGE	PERFORMANCE
4	Yash	Sarees	2,000.00	5,000.00	5,600.00	1,000.00	5,600.00	3,320.00	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,000.00	500.00	5,000.00	2,600.00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,500.00	2,000.00	5,500.00	3,500.00	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,000.00	2,000.00	6,000.00	4,300.00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,000.00	500.00	5,000.00	3,400.00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,000.00	800.00	3,000.00	1,860.00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,000.00	400.00	3,000.00	2,080.00	GOOD

## DECIMAL: ALLOW FOR DECIMAL VALUES.



The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE\_VISION\_COMPUTERS - Excel (Product Activation Failed)". The Data tab is selected. A Data Validation dialog box is open over the data range A4:L10. The dialog box is set to "Text length" validation, allowing up to 15 characters, with the "Ignore blank" option checked. The main table below is titled "E-COMMERCE EMPLOYEES SALES DATASET". It contains columns for Employee Name, Product Name, and Sales figures for 2016, 2017, and 2018. The last column, "PERFORMANCE", uses color coding based on sales values.

	Employee Name	PRODUCT NAME	2016	2017	2018	PERFORMANCE
4	Yash	Sarees	2,000.00	5,000.00	5,60	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,50	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,00	GOOD

## TEXT LENGTH: LIMIT THE NUMBER OF CHARACTERS IN TEXT INPUT.



The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE\_VISION\_COMPUTERS - Excel (Product Activation Failed)". The Data tab is selected. A Data Validation dialog box is open, centered over the first few rows of a table. The dialog box has tabs for "Settings", "Input Message", and "Error Alert". Under "Validation criteria", "Allow:" is set to "Custom" and "Ignore blank" is checked. Under "Data:", "between" is selected. The formula field contains "=today()". There is a checkbox "Apply these changes to all other cells with the same settings" which is unchecked. At the bottom are "Clear All", "OK", and "Cancel" buttons. The main table below the dialog box is titled "E-COMMERCE EMPLOYEES SALES DATASET". It has columns for Employee Name, Product Name, 2016, 2017, and 2018. The last column is labeled "PERFORMANCE" and uses color coding based on values: V.GOOD (green), GOOD (yellow), V. GOOD (light green), EXCELLENT (light blue), V. GOOD (light green), BAD (red), and GOOD (yellow). The table starts from row 3 and ends at row 10.

	Employee Name	PRODUCT NAME	2016	2017	2018	PERFORMANCE
4	Yash	Sarees	2,000.00	5,000.00	5,60	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,50	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,00	GOOD

**CUSTOM FORMULA: USE FORMULAS TO VALIDATE BASED ON SPECIFIC PATTERNS (E.G., EMAIL ADDRESSES, PHONE NUMBERS).**



The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE\_VISION\_COMPUTERS - Excel (Product Activation Failed)". The Data tab is selected. A Data Validation dialog box is open, covering part of the worksheet. The dialog box has tabs for "Settings", "Input Message", and "Error Alert". The "Settings" tab is active, showing validation criteria: "Allow:" set to "Custom", "Data:" set to "between", and "Formula:" set to "=countif(\$B\$4:\$B\$10,B4)=1". Other settings include "Ignore blank" checked and "Apply these changes to all other cells with the same settings" unchecked. Buttons at the bottom of the dialog box include "Clear All", "OK", and "Cancel".

**E-COMMERCE EMPLOYEES SALES DATASET**

	Employee Name	PRODUCT NAME	2016	2017	2018	MIN.	MAX.	AVERAGE	PERFORMANCE
4	Yash	Sarees	2,000.00	5,000.00	5,600	1,000.00	5,600.00	3,320.00	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,000	500.00	5,000.00	2,600.00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,500	2,000.00	5,500.00	3,500.00	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,000	2,000.00	6,000.00	4,300.00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,000	500.00	5,000.00	3,400.00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,000	800.00	3,000.00	1,860.00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,000	400.00	3,000.00	2,080.00	GOOD

## UNIQUE: PREVENT DUPLICATE ENTRIES.

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	Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
4	Yash	Sarees	2,000.00	5,000.00	5,600.00	3,000.00	1,000.00	16,600.00	1,000.00	5,600.00	3,320.00	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,000.00	2,000.00	1,000.00	10,000.00	500.00	5,000.00	2,600.00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,500.00	3,000.00	1,000.00	12,000.00	500.00	5,500.00	3,500.00	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,000.00	4,000.00	1,000.00	18,000.00	2,000.00	6,000.00	4,300.00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,000.00	5,000.00	500.00	17,000.00	500.00	5,000.00	3,400.00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,000.00	2,500.00	800.00	9,300.00	800.00	3,000.00	1,860.00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	400.00	10,400.00	400.00	3,000.00	2,080.00	GOOD

## SETTING ERROR ALERT

	Employee Name	PRODUCT NAME	2016	2017	2018	2019	2020	TOTAL	MIN.	MAX.	AVERAGE	PERFORMANCE
4	Yash	Om	2,000.00	5,000.00	5,600.00	3,000.00	1,000.00	16,600.00	1,000.00	5,600.00	3,320.00	V.GOOD
5	Diya	Blouse	1,500.00	2,500.00	5,000.00	2,000.00	1,000.00	10,000.00	500.00	5,000.00	2,600.00	GOOD
6	Raj	Trousers	2,500.00	4,000.00	5,500.00	3,000.00	1,000.00	12,000.00	500.00	5,500.00	3,500.00	V. GOOD
7	Het	Shirt	3,000.00	6,000.00	6,000.00	4,000.00	1,000.00	18,000.00	2,000.00	6,000.00	4,300.00	EXCELLENT
8	Dhruv	Jeans	4,000.00	3,500.00	4,000.00	5,000.00	500.00	17,000.00	500.00	5,000.00	3,400.00	V. GOOD
9	Mann	Suit	1,000.00	2,000.00	3,000.00	2,500.00	800.00	9,300.00	800.00	3,000.00	1,860.00	BAD
10	Dev	Belt	2,500.00	2,000.00	3,000.00	2,500.00	400.00	10,400.00	400.00	3,000.00	2,080.00	GOOD

ERROR MESSAGES TO GUIDE USERS.



# "WHICH DATA VALIDATION RULE IS YOUR FAVORITE?

**SHARE YOUR TIPS AND TRICKS IN THE COMMENTS BELOW!"**

## **ADDITIONAL TIPS:**

- USE EYE-CATCHING VISUALS: INCORPORATE GRAPHICS, ANIMATIONS, OR GIFS TO MAKE YOUR CAROUSEL MORE ENGAGING.
- KEEP IT CONCISE: EACH SLIDE SHOULD HAVE A CLEAR MESSAGE AND BE EASY TO READ.
- USE RELEVANT HASHTAGS: ADD HASHTAGS LIKE #EXCELTIPS, #DATAQUALITY, #PRODUCTIVITY TO INCREASE YOUR REACH.

BY FOLLOWING THESE GUIDELINES, YOU CAN CREATE A VISUALLY APPEALING AND INFORMATIVE INSTAGRAM CAROUSEL THAT HELPS YOUR FOLLOWERS UNDERSTAND THE VARIOUS DATA VALIDATION RULES IN EXCEL AND HOW TO USE THEM EFFECTIVELY.

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