



Macro Programming

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Advanced Data Validation and Conditional Formatting

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Advanced Data Validation and Conditional Formatting

What is Data Validation?

Data validation is a feature in Excel that allows you to control the type of data or the values that users can enter into a cell. It sets constraints on data entry to ensure that the data collected is accurate and consistent.

Functionality: By defining rules and criteria, data validation helps prevent invalid data entry, ensuring that the data adheres to predefined standards.



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Importance of Data Validation

- **Accuracy:** Ensures that only valid data is entered into cells, reducing the risk of errors and inaccuracies in datasets.
- **Consistency:** Maintains uniformity across data entries, making it easier to analyze and interpret data.
- **Efficiency:** Streamlines data entry processes by providing dropdown lists, limiting data types, and setting input restrictions.



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Role of Data Validation in Data Management

- **Error Prevention:** Blocks incorrect data entries by setting validation rules, thereby minimizing data entry mistakes.
- **Data Integrity:** Protects the integrity of the dataset by ensuring that all entries meet the required criteria, which is crucial for reliable data analysis.
- **User Guidance:** Provides users with guidance on what data is expected, through input messages and error alerts, enhancing the user experience.
- **Automated Checks:** Automates the process of checking data entries against specified conditions, reducing the need for manual data review.



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Advanced Data Validation Techniques

- Extended Rules: Implementing Complex Logical Rules and Mathematical Formulas
- Custom Scenarios: Tailored Validation Rules for Specific Situations
- Dynamic Validation Lists: Creating Lists that Adapt to Data Changes



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Setting Up Data Validation

- Select the Cell or Range
- Open Data Validation Dialog
- Choose Validation Criteria
- Set Conditions
- Input Message (Optional)
- Error Alert



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Data Validation Setup

Step	Action	Example
Select Cell/Range	Highlight the cell(s) for validation	A1:A10
Open Data Validation Dialog	Go to Data > Data Validation	
Choose Criteria	Select validation type (e.g., List, Date, Custom)	Custom
Set Conditions	Define criteria (e.g., formula for custom validation)	=A1>=TODAY()
Input Message	Optional: Provide user guidance	"Enter a date that is today or later."
Error Alert	Customize error message for invalid entries	"Invalid date. Please enter today's date or later."



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Conditional formatting is a feature in Microsoft Excel that allows users to apply specific formatting to cells based on certain criteria or conditions.

This feature is particularly useful for visualizing data, as it helps to highlight important information, identify trends, and make data analysis more intuitive and efficient.



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Introduction to Formula-Based Conditional Formatting:

Formula-based conditional formatting allows you to apply formatting rules based on custom criteria, providing more flexibility and control over how data is visually represented.

This technique is useful for highlighting trends, identifying outliers, and making data-driven insights more accessible.



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Setting Up Formula-Based Rules:

- Select the range of cells you want to format.
- Go to the Home tab, click on Conditional Formatting, and select New Rule.
- Choose Use a formula to determine which cells to format.
- Enter your custom formula and specify the formatting style you want to apply.



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Integrating Data Validation with Conditional Formatting in Excel

- Combining data validation with conditional formatting creates a robust system for managing data entry and visualization.
- This integration ensures that data is entered correctly and highlights any discrepancies, improving both data quality and user experience.



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Benefits of Integration:

- Error Prevention
- Immediate Feedback
- Consistency
- User Guidance



Task

Dynamic Date-Based Formatting: Highlight upcoming deadlines within the next 7 days in a task list. Using Formula to identify tasks due within the next 7 days and Formatting: Apply an orange fill to highlight tasks due soon.

Task ID	Task Name	Due Date
001	Submit Report	2024-08-21
002	Team Meeting	2024-08-22
003	Project Milestone	2024-08-25
004	Client Presentation	2024-08-28
005	Budget Review	2024-08-30
006	Finalize Proposal	2024-08-18
007	Product Launch	2024-08-27
008	Staff Training	2024-09-01
009	Marketing Campaign	2024-08-24
010	Quarterly Review	2024-08-20



THANK YOU

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