|  |
| --- |
| Experiment - 1 |

Data Validation :-

Steps to apply in Excel :- Here are the steps to apply data validation in Excel summarized concisely:

1. Select Cells: Choose the cells where you want to apply data validation.

2. Open Validation Dialog: Access the "Data Validation" dialog from the "Data" tab.

3. Choose Criteria: Select the type of validation criteria (e.g., Whole Number, List).

4. Set Rules: Define specific rules (e.g., range, list of values) based on the chosen criteria.

5. Optional Input Message: Optionally, provide a message to guide users when selecting a validated cell.

6. Optional Error Alert: Optionally, set up an error message to inform users if invalid data is entered.

7. Apply Validation: Click "OK" to apply the data validation rules to the selected cells.

8. Test Validation: Enter data into the validated cells to ensure the validation rules are enforced correctly.