Data Validation essentials

DATA VALIDATION IN EXCEL
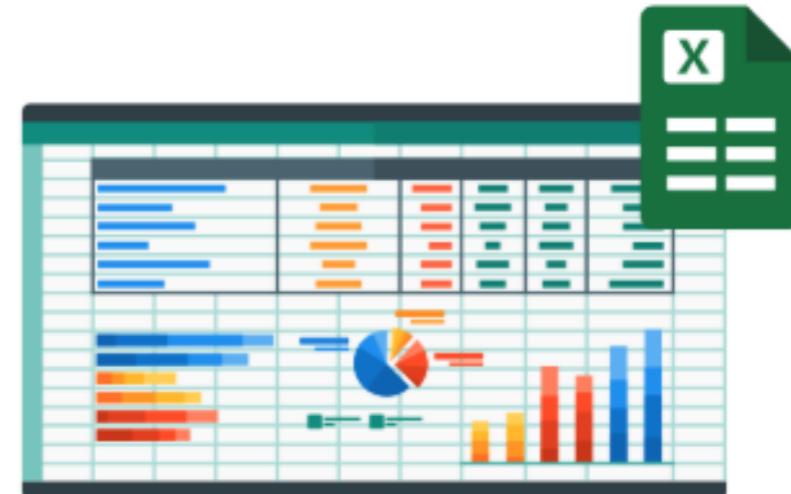
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About the Instructor

Prerequisites

- General Knowledge in Excel / Basic functions and features of Excel

- More advanced functions

- Prerequisite:
  - Data Analysis using Excel

What is Data Validation?

Data Validation: Quality control for data entry

- Reject defective products (typos)

- Blocks invalid entries

- Every entry follows the rules!

Importance of Data Validation

- Ensures data integrity

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- Ensures data integrity

- Reduces data entry errors

Data Validation in Excel
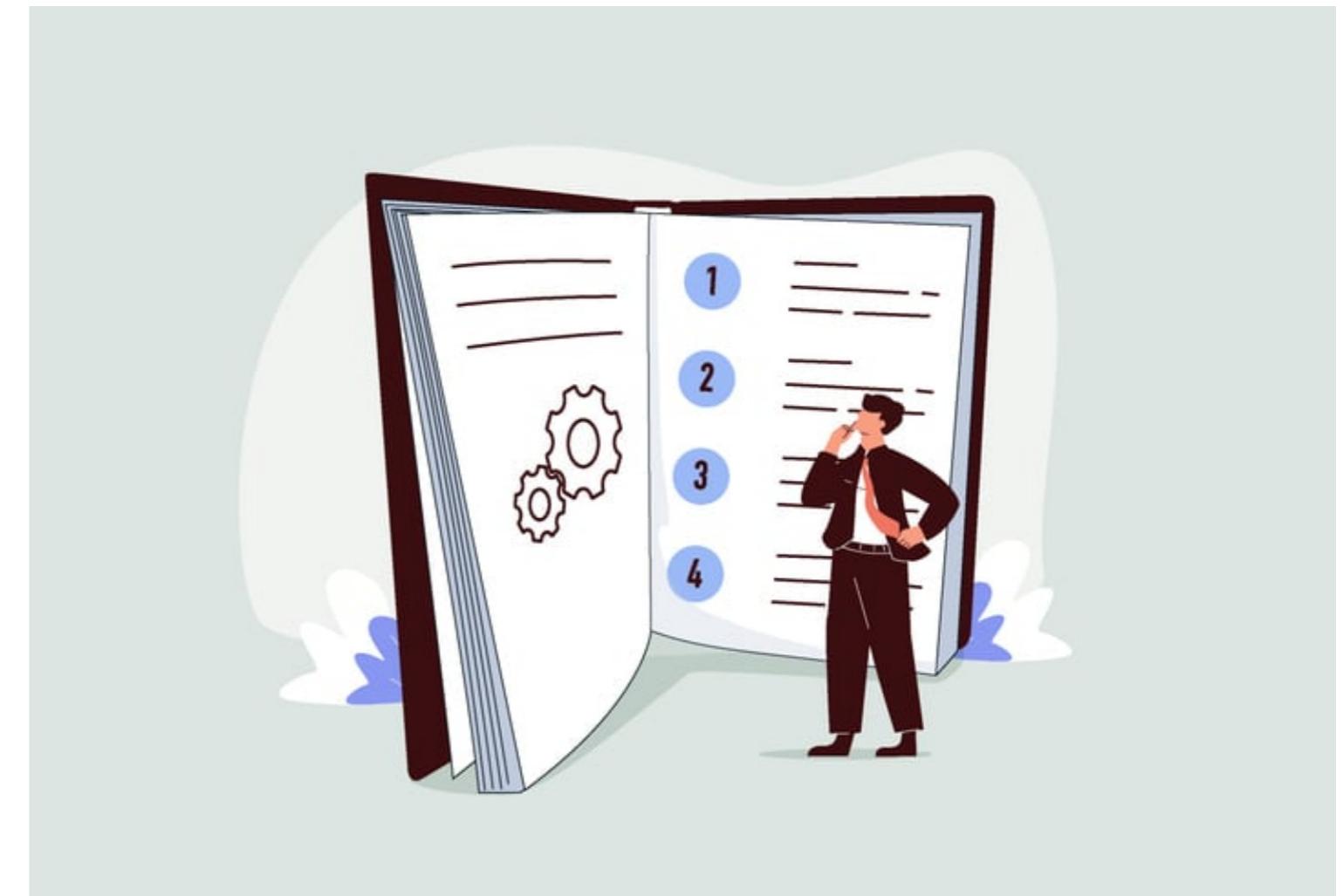
In Excel, you can

- Specify allowed data types

# Data Validation in Excel
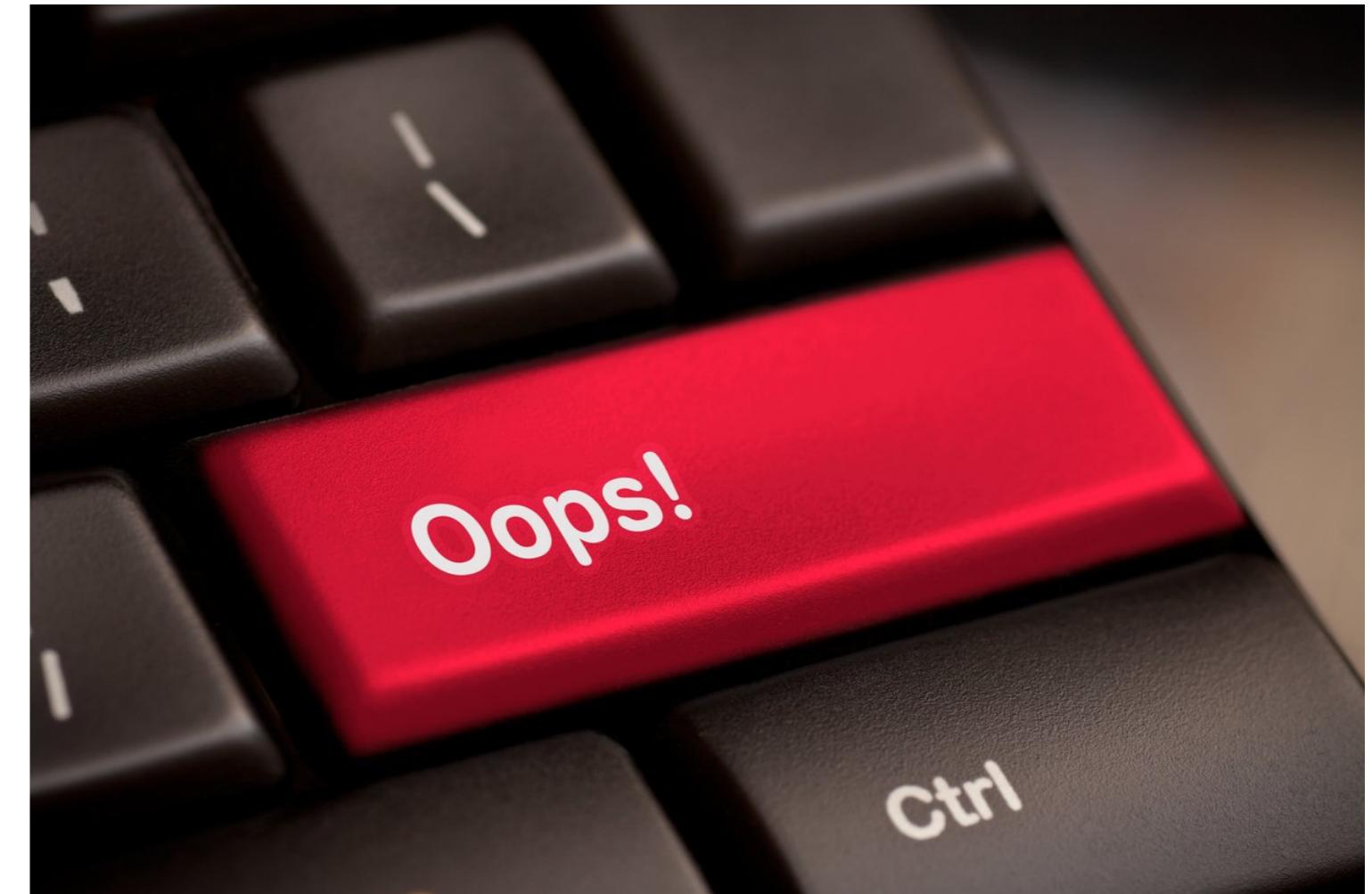
In Excel, you can

- Specify allowed data types

- Add instructions for users

Data Validation in Excel
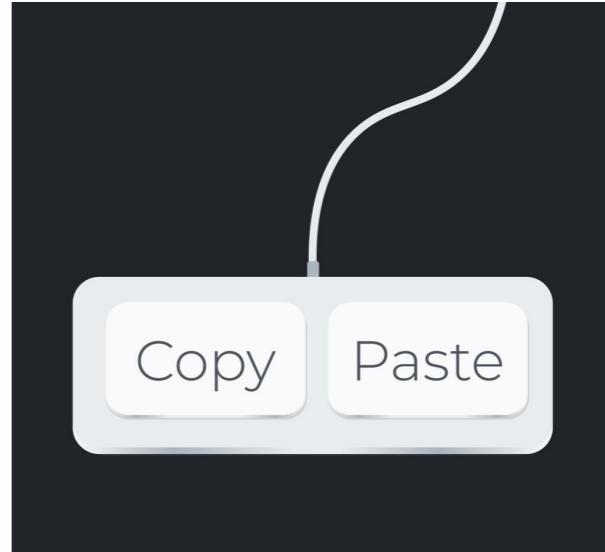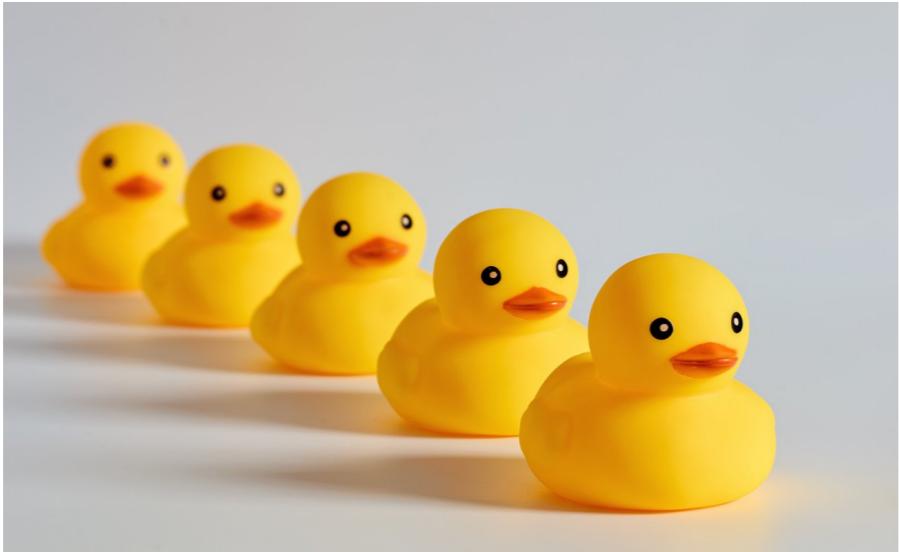
In Excel, you can

- Specify allowed data types

- Add instructions for users

- Set custom error messages

Limitations of Data Validation in Excel
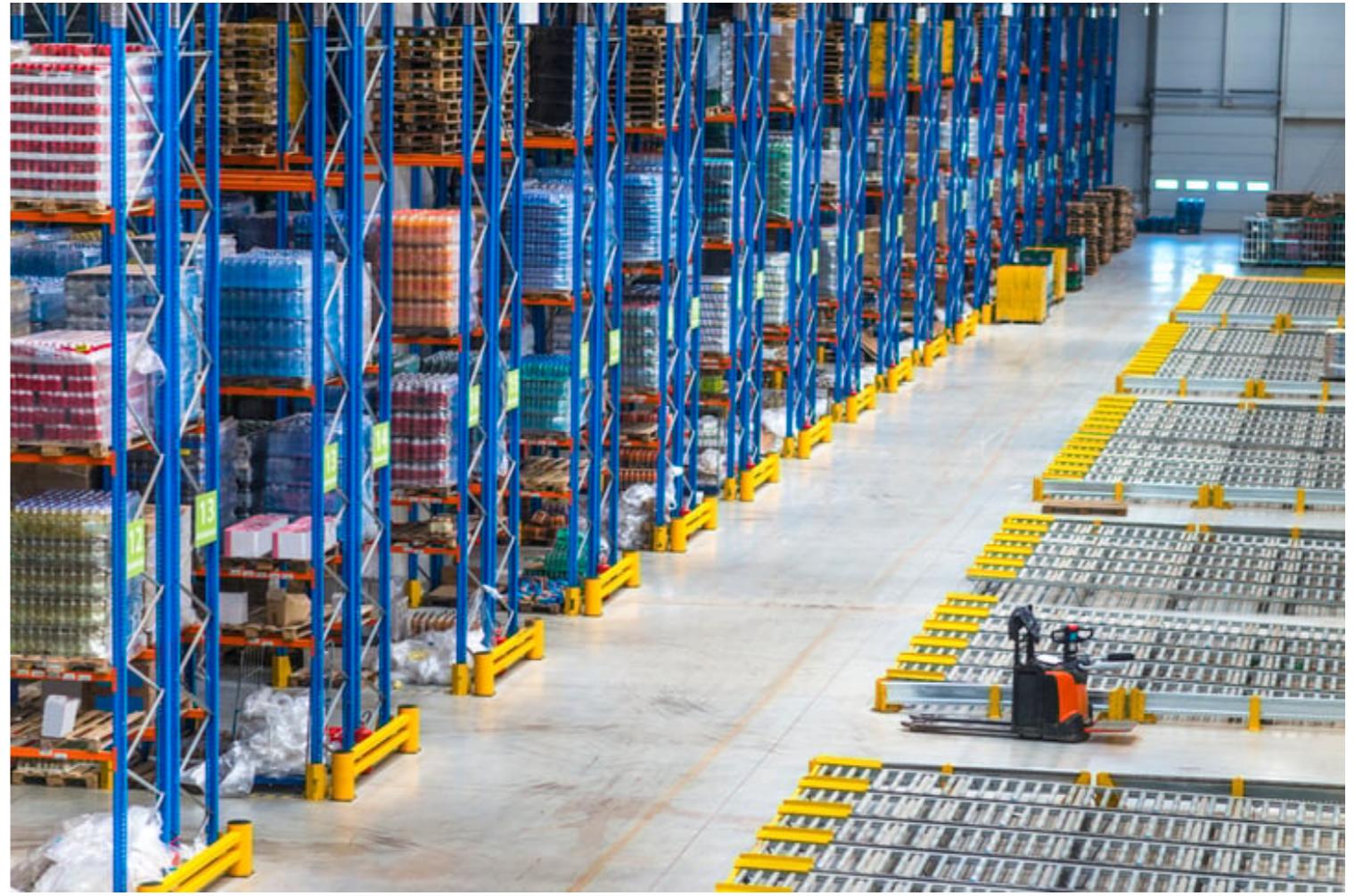
- Lacks built-in duplicates prevention

- Struggles with complex logic

- Can be overwritten by Copy/Paste

OptiSupply Solutions

OptiSupply Solutions

- Inventory analyst in the warehouses department

OptiSupply Solutions

- Inventory analyst in the warehouses department

- Data provided include products, quantities, SKU ID and more

Let's practice!

DATA VALIDATION IN EXCEL

How to do data validation in Excel

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Let's practice!

DATA VALIDATION IN EXCEL

Formula-based validation

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Let's practice!

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