Excel Data Validation Workflow

Question 1: Restrict Quantity Values (1–10)

Objective: Apply Data Validation to allow only whole numbers between 1 and 10 in the *Quantity* column.

Steps Followed:

- Selected the data range in the **Quantity** column.

- Went to the **Data** tab and clicked **Data Validation**.

- In the dialog box:

    o   Set **Allow** to *Whole number*.

    o   Set **Minimum** to *1* and **Maximum** to *10*.

- Added an **Input Message** and selected **Stop** as the error alert style.

- Clicked **OK** to apply the validation.

Additional Step:

- Used **Circle Invalid Data** from the Data Validation options to visually mark incorrect entries.

- This was applied separately on the same worksheet.

Question 2: Highlight Total Price Greater Than $2000

Objective: Highlight all *Total Price* values greater than $2000 in green.

Steps Followed:

- Selected the data range in the **Total Price** column.

- Went to **Home → Conditional Formatting → Highlight Cells Rules → Greater Than**.

- Entered the value **2000**.

- Clicked **OK** and applied a green fill color.

Error Handling:

- To remove #VALUE! errors, entered the formula:

- =IFERROR(I2*J2,0)

- Dragged the formula down the column.

- The original *Total Price* column (with errors and blanks) was pasted separately in the same worksheet for reference.

Question 3: Remove Duplicate Records Based on Order ID

Objective: Remove duplicate records where the *Order ID* is the same.

Steps Followed:

- Selected the entire dataset.

- Went to **Data → Remove Duplicates**.

- In the dialog box, unchecked all columns except **Order ID**.

- Clicked **OK**.

Observation:

- No duplicate Order IDs were found in the dataset.

Question 4: Split Customer Name into First Name and Last Name

Objective: Split full customer names into *First Name* and *Last Name*.

Steps Followed:

- Selected the **Customer Name** column.

- Went to **Data → Text to Columns**.

- Chose **Delimited** as the file type and clicked **Next**.

- Selected **Space** as the delimiter and clicked **Next**.

- Set the destination cell as **C2** (new column: *First Name*).

- Clicked **Finish**.

Using Flash Fill:

- Selected a cell in the *First Name* column and used **Flash Fill** to auto-complete names.

- Repeated the same process for the *Last Name* column.

Question 5: Highlight Rows for Electronics with Total Price > $1000

Objective: Highlight rows where *Category* is "Electronics" and *Total Price* is greater than $1000.

Steps Followed:

- Refreshed the dataset from the **Data** tab (Recommended).

- Selected the entire dataset excluding headers.

- Went to **Home → Conditional Formatting → New Rule**.

- Chose **Use a formula to determine which cells to format**.

- Entered the formula:

- =AND($H2="Electronics",$K2>1000)

- Selected a fill color under **Format**.

- Clicked **OK**.

Question 6: Filter Orders from the North Region

Objective: Display only orders from the *North* region.

Steps Followed:

- Clicked on any cell within the dataset.

- Pressed **Ctrl + Shift + L** to apply filters.

- Used the filter dropdown in the **Region** column.

- Unchecked all options except **North**.

Result:

- Only orders from the North region were displayed.

Question 7: Correct Text Values in Quantity Column

Objective: Identify and correct text values such as "Five" in the *Quantity* column.

Steps Followed:

- Selected the **Quantity** column.

- Pressed **Ctrl + H** (Find & Replace).

- Entered **Five** in *Find what* and **5** in *Replace with*.

- Clicked **Replace All**.

Question 8: Identify Customers with Multiple Orders

Objective: Identify customers who placed multiple orders using duplicate *Customer Names*.

Method 1: Conditional Formatting

- Selected the **Customer Name** column.

- Went to **Home → Conditional Formatting → Highlight Cells Rules → Duplicate Values**.

- Chose a highlight color.

- Clicked **OK**.

Result:

- Customers who placed multiple orders were successfully highlighted using Conditional Formatting.

Method 2: Formula-Based Identification

- Added a new column named **Order Type**.

- Entered the formula:

- =IF(COUNTIF(B:B,B2)>1,"Multiple Orders","Single Order")

- Double-clicked the fill handle to apply the formula to all rows.

Result:

- Customers were clearly classified as placing either *Single Order* or *Multiple Orders*.

End of Assignment