Data validation

Practice 1:

	A	B	C	D	E	F
1	ID	Name	Age (yrs)	Weight (kg)	Birth date	Gender
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Data validation rules:

- ID should be 4 characters long.
- Age should be a whole number and positive.
- Weight should be 40-60 kg if female, 50-70 kg if male.
- Birth date should be greater than or equal to 1/1/2000.
- Gender column should have a dropdown list for "M" or "F" choice.

Practice 2:

Product	Price	Qty	Total
A	10	20	250
B	25	3	75
C	5	4	20
D	7	3	20

- Circle total with wrong calculation.

Conditional formatting

Practice 3:

year	country	ccode	ele_rural	ele_total	ele_urban	en_int	ren_ele	ren_con	tot_ele	tfec
1990	Afghanistan	AFG		0.01	52.04	1.88	764.00	6312.39	1128.00	39639.42
1990	Albania	ALB	100.00	100.00	100.00	7.91	2848.00	20429.18	3296.00	80057.64
1990	Algeria	DZA	96.39	98.27	100.00	3.50	135.00	811.78	16104.00	458040.44
1990	American Samoa	ASM					0.00	0.00	100.00	306.00
1990	Andorra	AND	100.00	100.00	100.00		120.00	952.15	120.00	6670.70
1990	Angola	AGO	7.52	11.40	22.68	4.61	725.00	135443.70	841.00	187451.70
1990	Anguilla	AIA		89.20	89.20		0.00	1.83	16.70	615.40
1990	Antigua and Barbuda	ATG	76.96	85.12	100.00	3.95	0.00	0.00	95.00	2551.90
1990	Argentina	ARG	90.64	90.64	90.64	5.44	17983.00	105714.20	50740.00	1184750.60
1990	Armenia	ARM	95.79	97.68	98.59	24.37	1555.00	5502.31	10362.00	259671.99
1990	Aruba	ABW	76.76	88.45	99.99		0.00	8.27	338.00	3075.97
1990	Australia	AUS	100.00	100.00	100.00	7.42	14898.00	176729.70	154287.00	2206479.77
1990	Austria	AUT	100.00	100.00	100.00	4.36	32635.00	191963.70	49296.00	763707.74
1990	Azerbaijan	AZE	92.47	95.87	98.79	15.57	1658.00	4783.30	23152.00	662449.10

- Highlight countries with green color which includes "ind" text.
- For "ele_rural" column, highlight the cells according to (0-blue, 50-white, 100-green).
- Highlight the row with gray color where the country's starting character ends.
- For "ele_total", insert up arrow for values greater than or equal to 67, down arrow for values less than or equal to 33, and horizontal line otherwise.
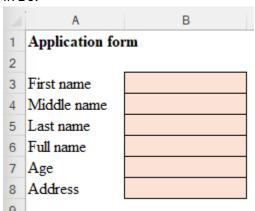- Change font color to red and make bold "tfec" where "tot_ele" is greater than 10% value of "tfec".

Protecting worksheets and workbook with passwords
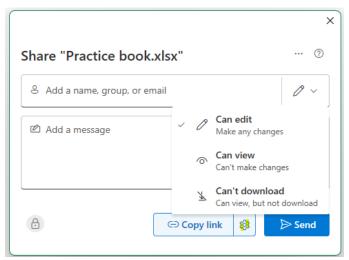
Practice 4:

- To password protect a workbook, go to **File > Info > Encrypt with Password** and set a password (e.g., nsonso).

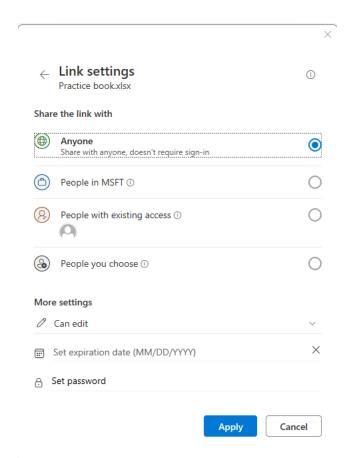- Protect "**sheet_protection**" sheet and only allow to change cells B3:B5, B7:B8. Also, hide the formula in B6.

	A	B
1	**Application form**	
2		
3	First name	
4	Middle name	
5	Last name	
6	Full name	
7	Age	
8	Address	

Sharing workbooks for collaborative editing
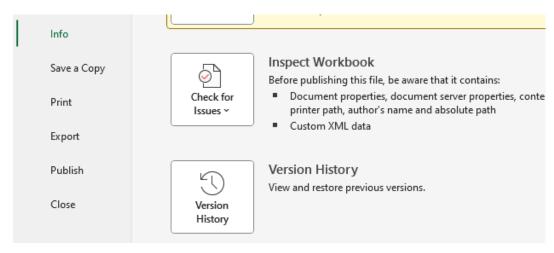
Practice 5:

- Share the workbook with a specific user (user should have Microsoft id).
- Share the workbook with edit right to anyone. And set password "nsonso" to access the file.

- Demonstrate collaborative editing with Web and Desktop office app.

Versioning in excel

Practice 6:

- Upload excel file to the onedrive cloud.
- Make changes to the workbook.
- Version history will be saved automatically.
- Now, you can view and restore previous versions automatically.

Versioning functionality can also be achieved with Google Drive.