

Microsoft EXCEL

Module 16 - Validating Data



Module 16 Exercises

Inside the Module 16 folder there is an Excel file called 'Springvale Exercises'. Please use this file to complete the following Exercises.

- 1. Create an Autosum function inside cell E11 for the 'Expected Donation' Total and create another Autosum for the 'Donation Total'. Use the Range Finder to adjust the range to get the correct answer.
- 2. Add two Formulas to Cells A11 and A13 to validate the data held in E11 and G11 to ensure neither cell's value go outside their range. Test the data validation to ensure they work correctly.
- Use the Auditing functions to find the Precedents and Dependents of cells:
 E4
 E4

G4 'Expected Total Donation' (E11) 'Donation Total' (G11) 'Expected Donation Error Check (B11) 'Donation Total Error Check' (B13) Remove all arrows when complete.

4. Use the Auditing Function to perform an Error check on the entire spreadsheet then create a Watch Window for cells B11 and B13. Once the Watch is started, change the value in E9 to '751'. Delete the two watches then close the window.

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