

RHP Computer Applications Class

12-2 Validating Data in Excel II

Name _____

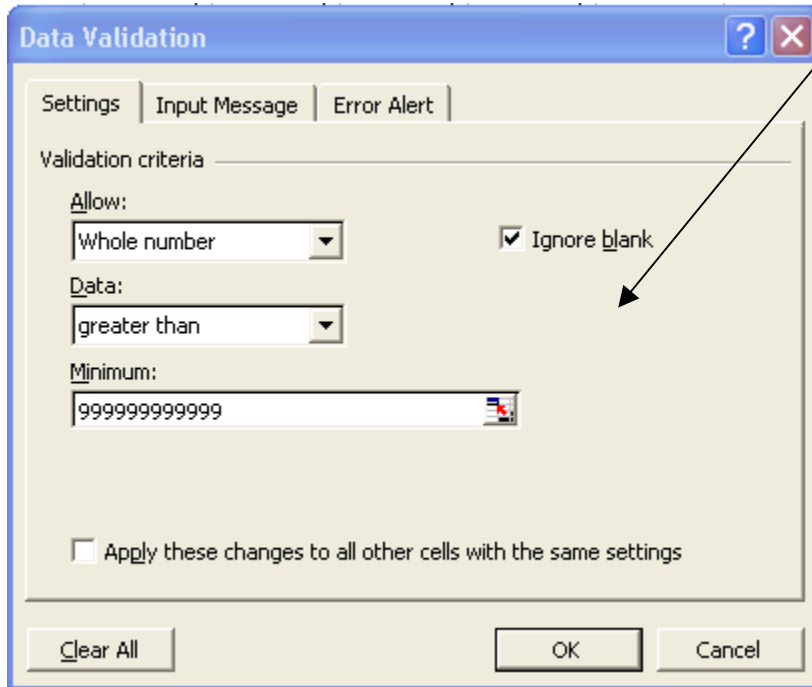


Start by opening the file **12-1 Baseball Scoresheet**. Today, you will apply formatting to the worksheet.

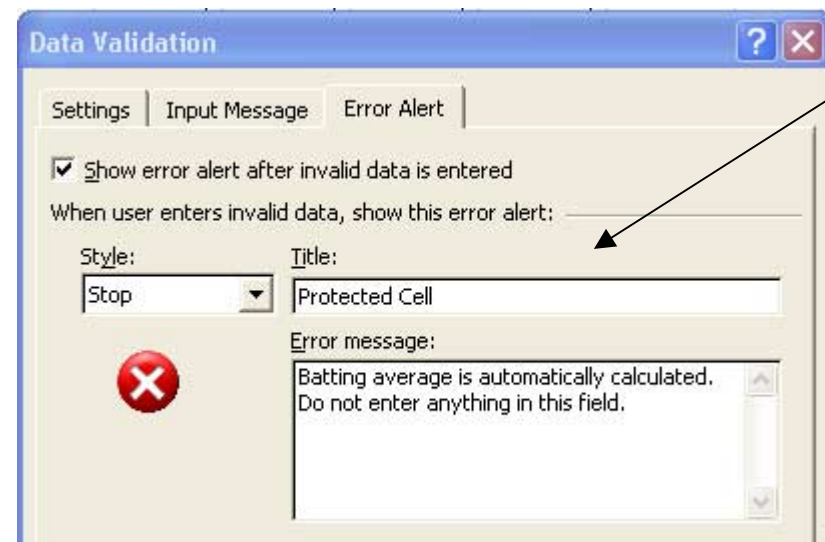
First, shade the average columns a different color so that you will know not to type data in there.

Next, I know you spent a lot of time formatting your averages columns to look just right. It would be a shame for someone (or you) to accidentally type in data into those cells (which would erase what was there originally). Using a little trick, you can protect those cells from change using Validation.

Select the batting average column (K2 – K14). Pull down the Data Menu and choose validation.



Enter the values as shown on the left. What this will do is not allow a user to enter a number into the affected cells unless he enters a number greater than 999,999,999,999 (not likely).



If the user tries to enter a number, he should be told (by the error alert) that this cell is calculated and should not be modified.

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Protect your fielding average cells in the same way.

Next, let's put a totals section in. In row 15, type in **Team Totals** in cell A15. Insert sum formulas in all of the columns except the averages; copy the formulas in the average cells. Shade the totals row a different color.

Go ahead and save your work so far. Next, add data in your spreadsheet, by putting in a player's name and stats. Make sure the validations are working properly. Once you have entered players and their stats (rows 2 through 14), save your work. Then, email me your Excel file to rhpdenovodental.com
In the subject of the email, type **Compapp 12-2 lastname**.