Module 3 : Data Validation with Whole Numbers

3.1 Data Validation with Whole Numbers

Data validation allows you to restrict the type of data and number of characters that the user enters into a cell.

If a person ignores limitations and types them in anyway, an error message will pop up.

To set up data validation for whole numbers only, first go to the Data tab, and then find the Data Tools group.

Click on Data Validation. A dialog box will pop up and find the Settings tab in the Allow box.

Here, select Whole Numbers. In the Data box, select what sorts of restrictions you would like to make, like a specific range of whole numbers you would like. This might be useful, for example, if you are asking someone to fill out a survey through Excel and are asking how many children they have. Here, you will only want whole numbers.

3.2 Video Instruction

Data Validation with Whole Numbers – 3m 00s

3.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise using Data Validation with Whole Numbers in Excel using the video above as a reference.
Download Worksheet

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