

# NIELIT Gorakhpur

**Course Name: O Level (1st Sem)**

**Subject: ITTNB**

**Topic: Data Validation**

**Date: 19-06-2020**

## **Libreoffice [Calc]**

**Data Validation:-** When creating spreadsheets for other people to use, validating cell contents ensures that they enter data that is valid and appropriate for the cell. User can also use validation in their own work as a guide to entering data that is either complex or rarely used.

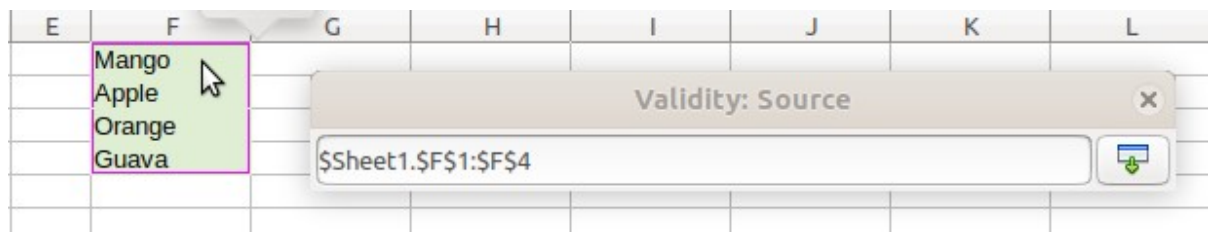
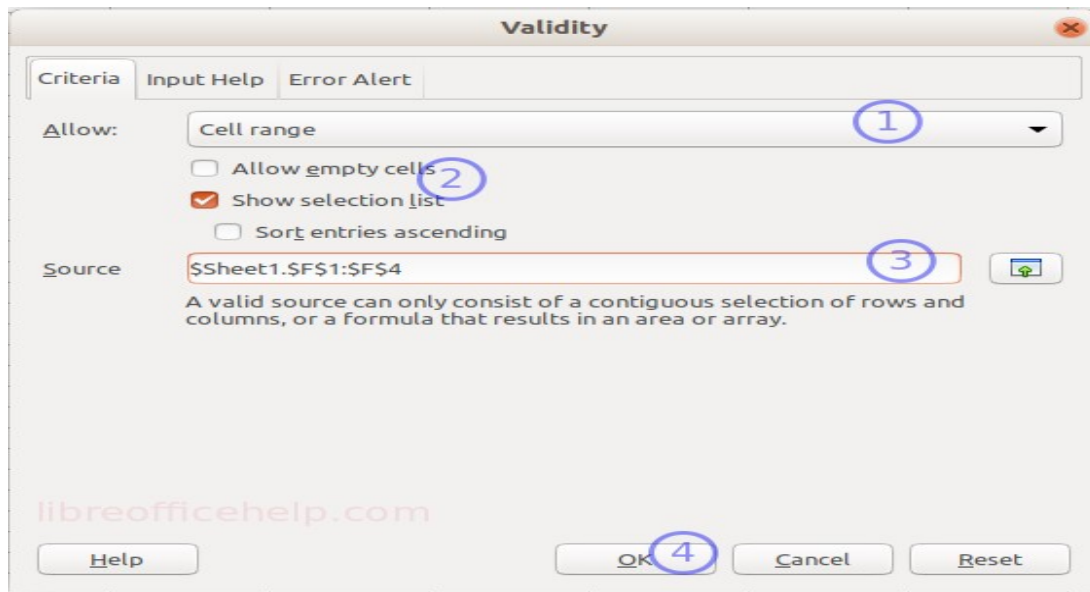
Depending on how validation is set up, validation can also define the range of contents that can be entered, provide help messages explaining the content rules set up for the cell and what users should do when they enter invalid content. User can also set the cell to refuse invalid content, accept it with a warning, or start a macro when an error is entered

## **Data Validation using Dropdown**

Say, we want users to select their favorite fruits in cell B1 from a list of fruits which is F1:F4. .

	A	B	C	D	E	F	G
1	Choose your favorite fruit:					Mango	
2						Apple	
3						Orange	
4						Guava	
5							
6							

- Select cell B1 and from the menu select Data -> Validity.
- In the Validity window, Criteria tab, select “Cell Range” against Allow field.
- Check Show selection list and un-check allow empty cells.
- In the source field, click the small Shrink button at the right and select the F1:F4 range.



- Press Ok.
- In cell B1, you can see a small down-arrow button. Click the button and the drop-down would show the list of values from the source range.

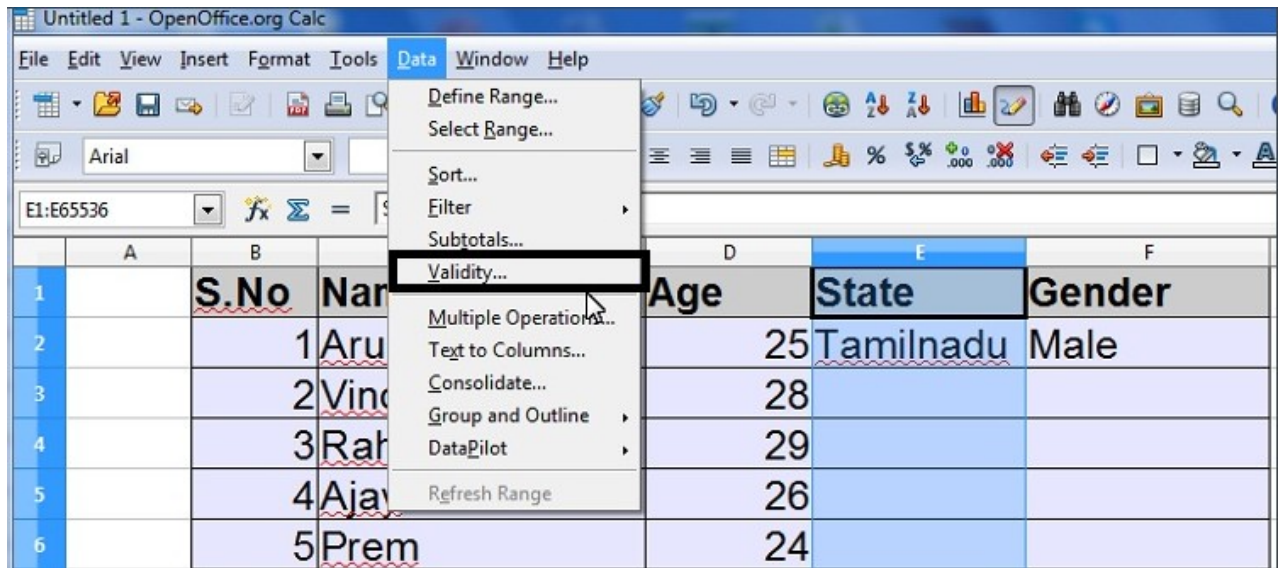
For each cell, you can define in advance what type of contents is valid for that cell. This allows you to guide users through data entry in OpenOffice Calc by restricting cells to receive specific values and ranges.

S.No	Name	Age	State	Gender
1	Arun	25	Tamilnadu	Male
2	Vinoth	28		
3	Rahul	29		
4	Ajay	26		
5	Prem	24		

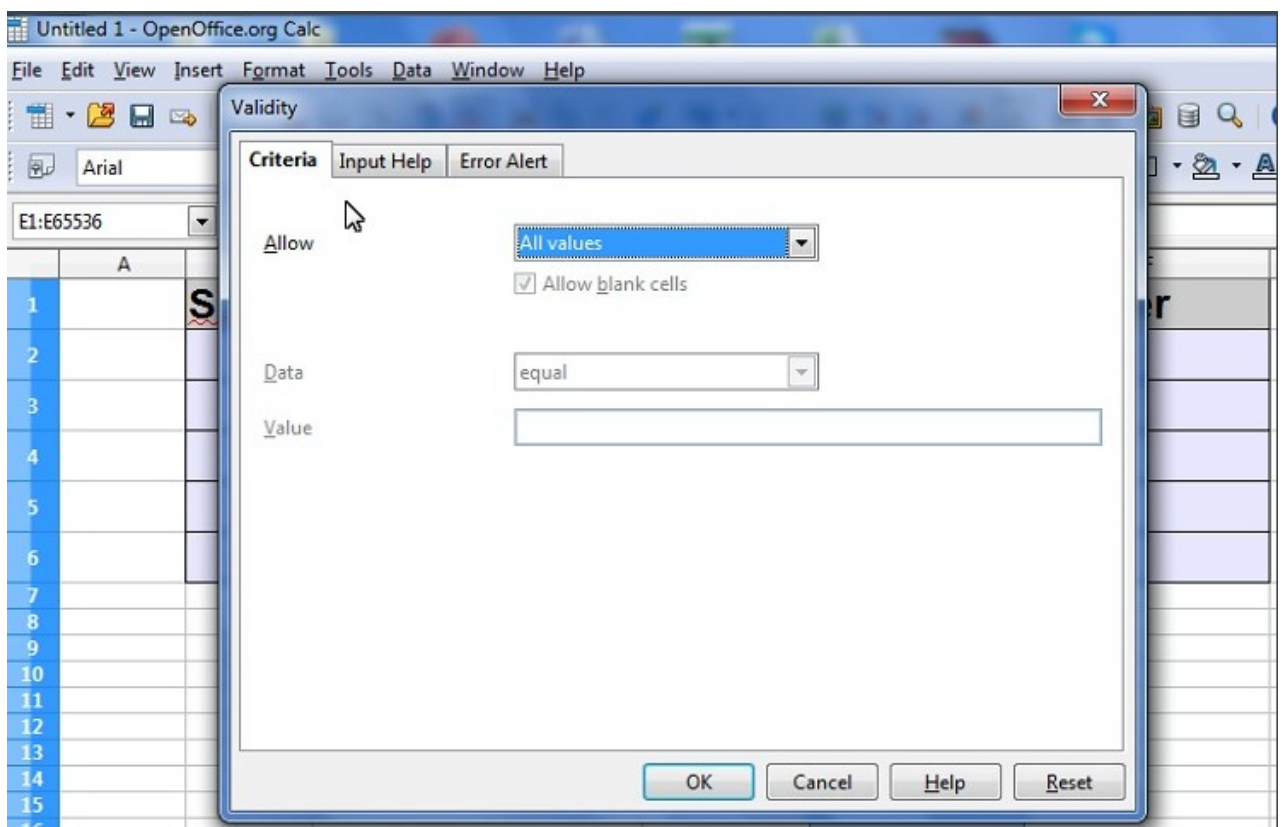
- Here we would like to restrict the values of two fields - State and Gender
- First select the column with the State values.

S.No	Name	Age	State	Gender
1	Arun	25	Tamilnadu	Male
2	Vinoth	28		
3	Rahul	29		
4	Ajay	26		
5	Prem	24		

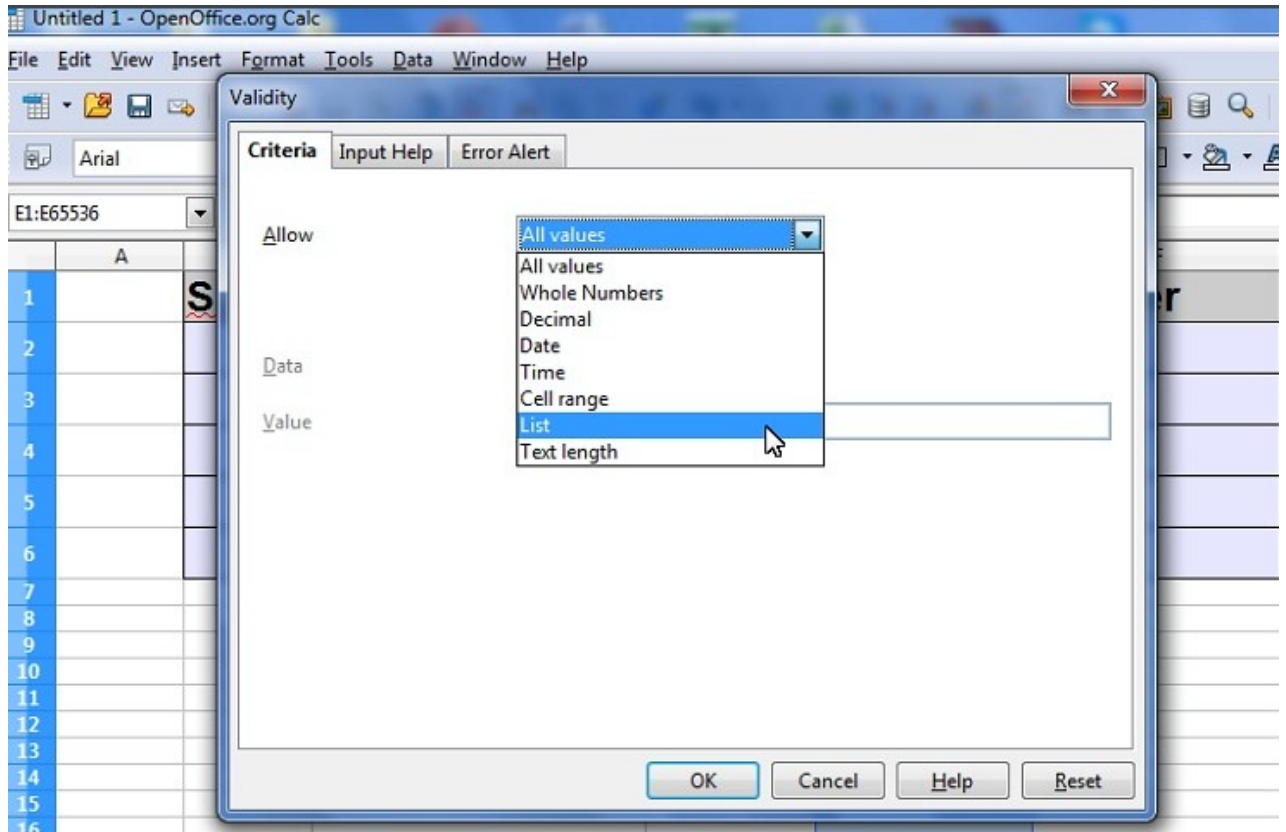
- Click Data -> Validity



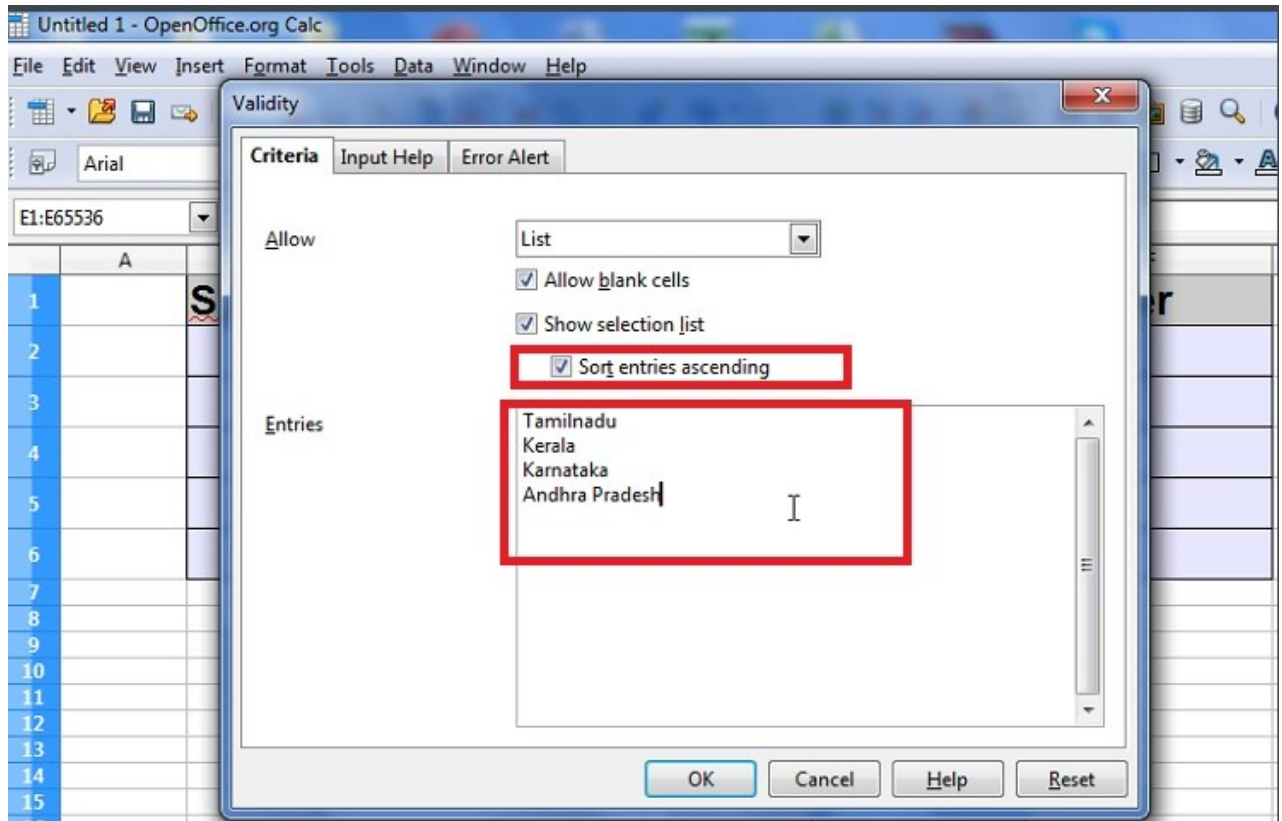
➤ Select "Criteria" Tab.



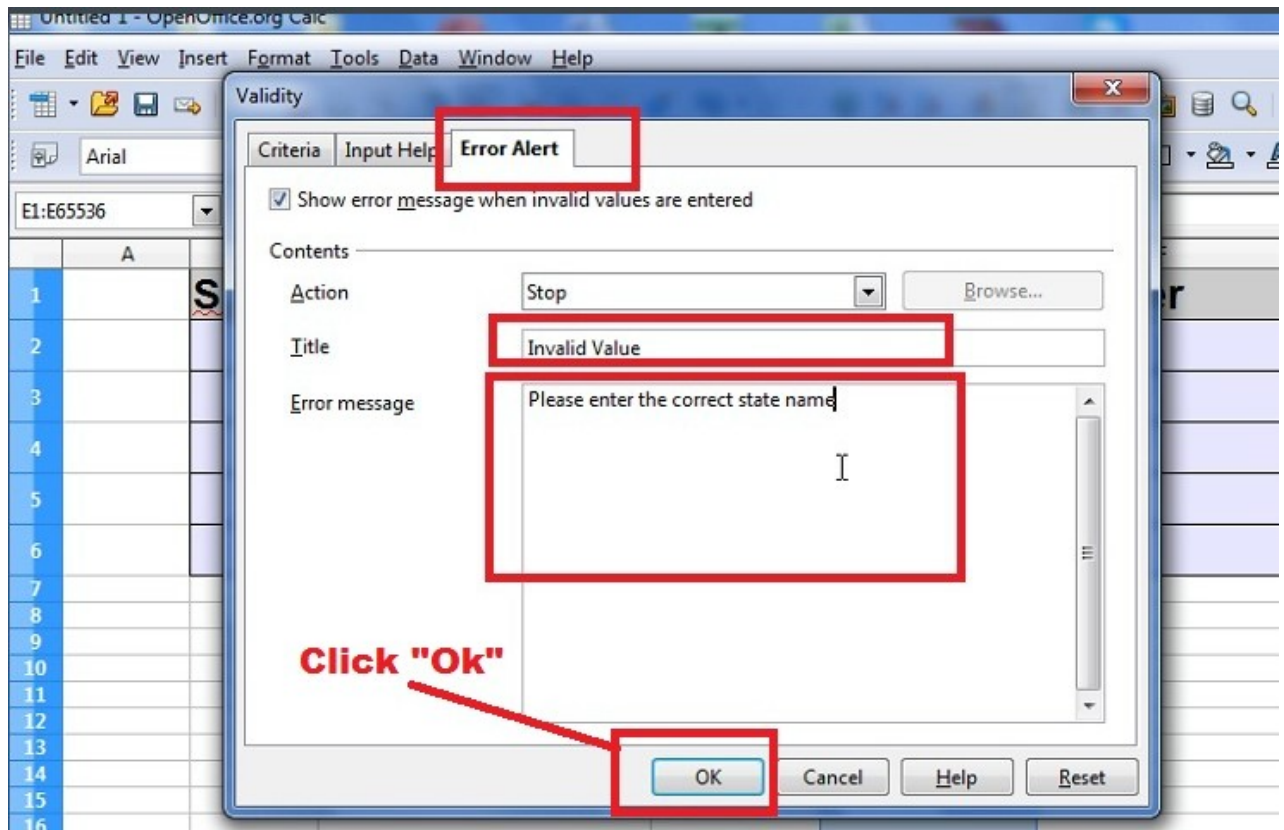
➤ In "Criteria" Tab, select "List" from drop down list named "Allow".



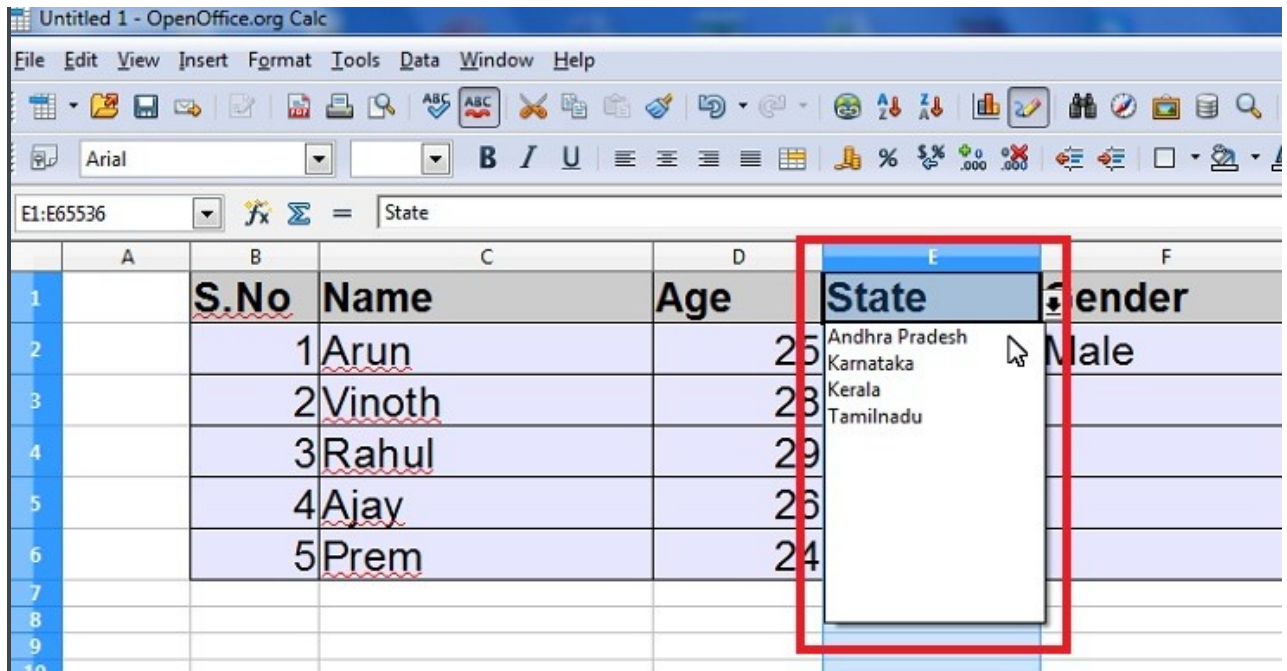
- Select the check box "sort entries Ascending" and enter the state names what are the state names you want in "Entries Coloumn"



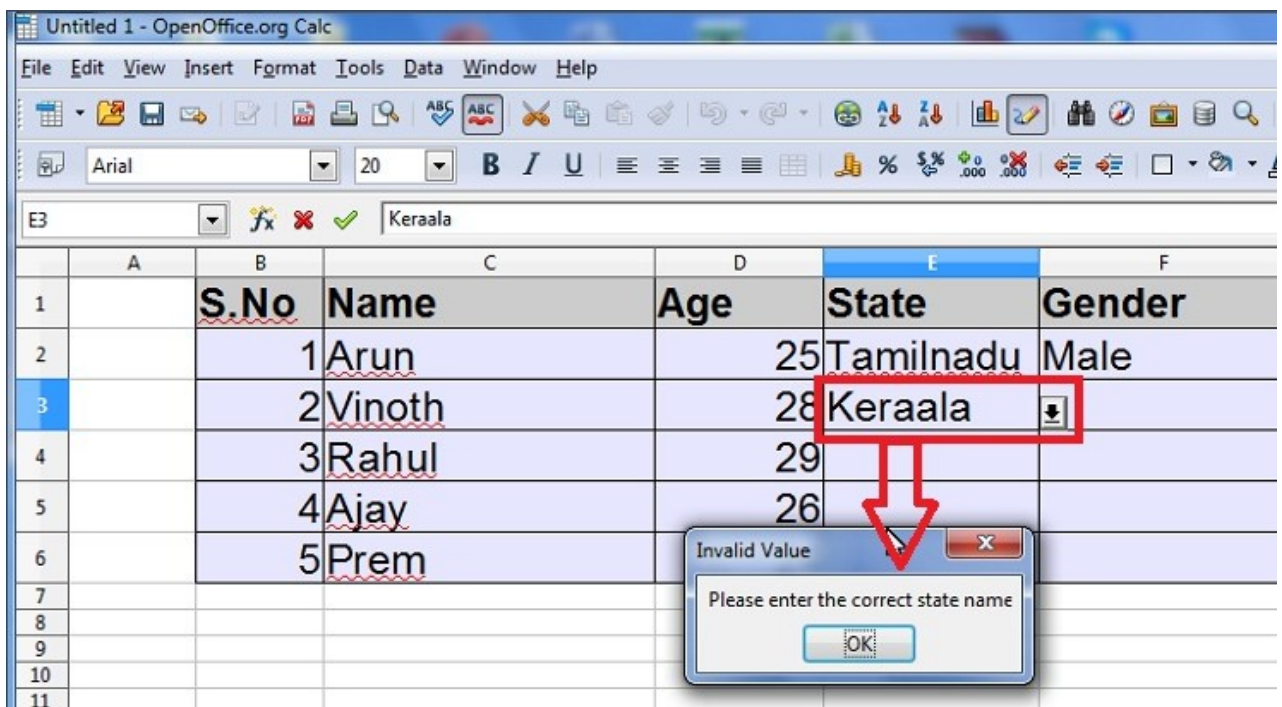
- Now click "Error Alert" Tab.
- Select -> Show error message when invalid values are entered.
- Action -> Stop
- Title -> Invalid value or what ever you want related that error.
- Error Message -> Enter the error message like "Please enter the correct state name"
- Click Ok.



- As you can see, selecting a cell in the state column results now in a drop-down list from which the user selects the desired value.



➤ If you are typing wrong state name it is showing the error.



➤ finished