

Course Name: O Level (1st Sem)

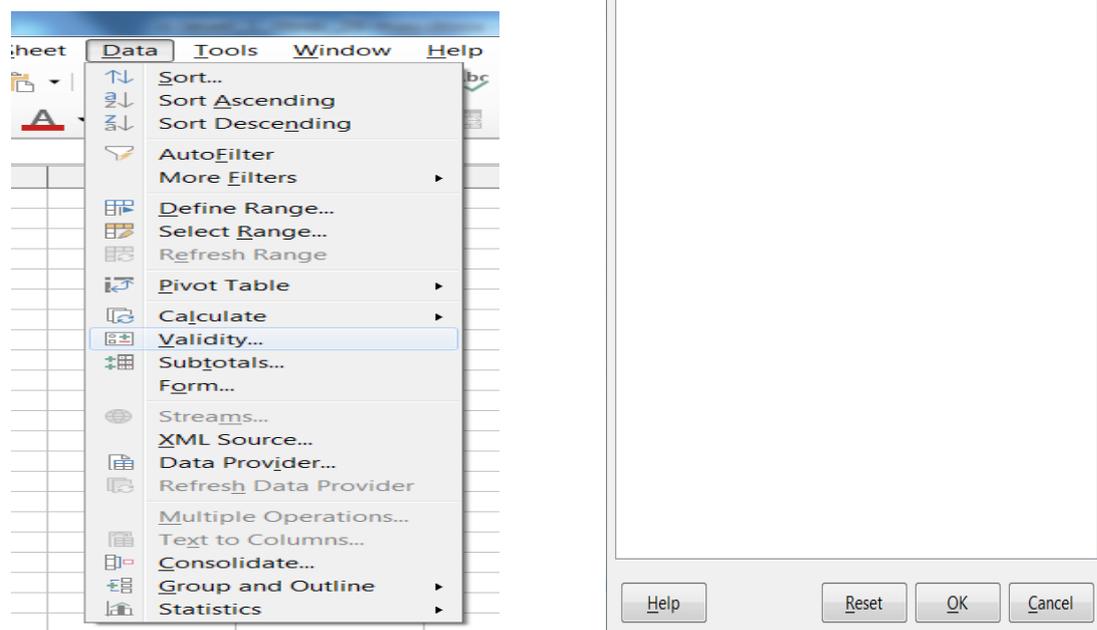
Subject: ITTNB

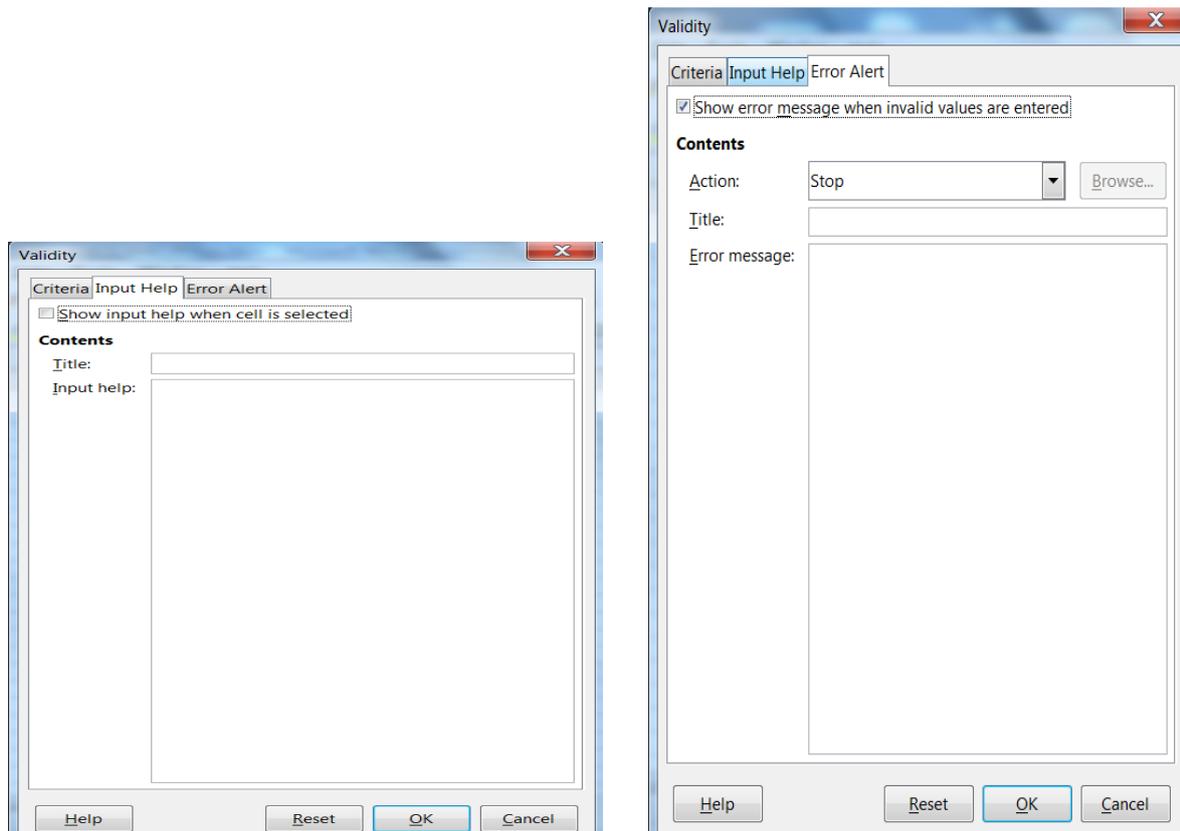
Topic: Spreadsheet: LibreOffice Calc (Part-12)
[Applying Validation in Spreadsheet]

Date: 29-05-20

Validating cell contents:

- When creating spreadsheets for other people to use, validating cell contents ensures that they enter data that is valid and appropriate for the cell. We can also use validation in our own work as a guide to entering data that is either complex or rarely used.
- Fill series and selection lists can handle some types of data, but are limited to predefined information.
- To validate new data entered by a user, select a cell and go to **Data > Validity** on the Menu bar to define the type of contents that can be entered in that cell. For example, a cell may require a date or a whole number with no alphabetic characters or decimal points, or a cell may not be left empty.
- 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.
- We can also set the cell to refuse invalid content, accept it with a warning, or start a macro when an error is entered.

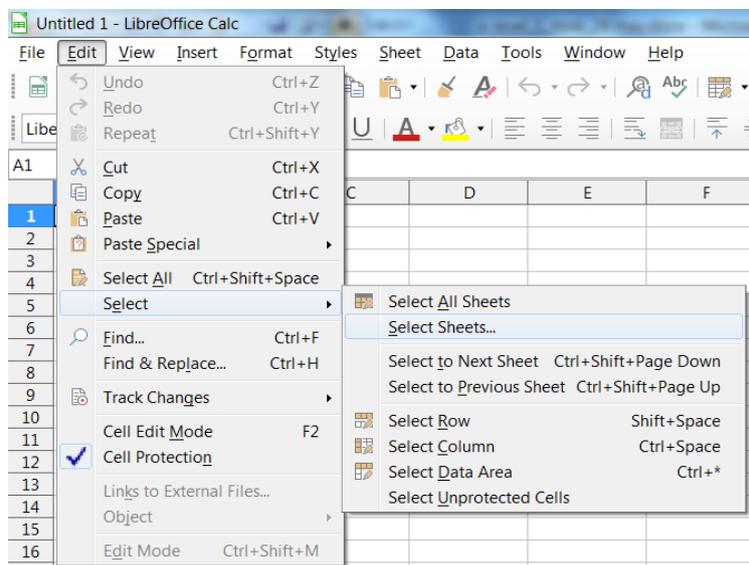




Sharing content between sheets:

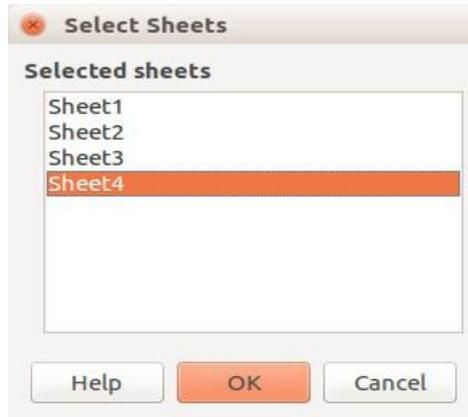
We might want to enter the same information in the same cell on multiple sheets, for example to set up standard listings for a group of individuals or organizations. Instead of entering the list on each sheet individually, we can enter the information in several sheets at the same time.

- 1) Go to Edit > Select > Select Sheets... on the Menu bar to open the Select Sheets dialog.



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- 2) Select the individual sheets where we want the information to be repeated.



- 3) Click **OK** to select the sheets and the sheet tabs will change color.
- 4) Enter the information in the cells on the first sheet where you want it to appear and it will be repeated in all the selected sheets.

Assignments:

- A. How can you validate cell contents in a spreadsheet and give error message to the user?
- B. How can you share content from one sheet into another sheet?