

Computerised Accounting Practical

Model # B001

Project No:

Title : **Data Validation**

Question

You are required to enter the following list of employees in a calc worksheet. You must use the following Data Validation rules to prevent incorrect data entry

- a) Age must be between 30 to 50
- b) Use combo box to select Departments to restrict it to Sales, Purchase and Production Departments

Emp ID	Name	Age	Department
4001	Arun	38	Sales
4002	Sibi John	42	Purchase
4003	Ratheesh	49	Sales
4004	Gopal	36	Production
4005	Basheer	49	Sales
4006	Sabeer	36	Production

Procedure

Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings in various cells as given below

Cell	Labels
A1	Emp ID
B1	Name
C1	Age
D1	Department

- Step-3 : Select the range C2:C7, then go to the menu Data > Validity..
- Step-4 : In Validity Dialogue box, under the criteria tab against 'Allow' select 'Whole Numbers' from the combo box
- Step-5 : Then against 'Data' , select 'Valid range' from the combo box
- Step-6 : Then against 'Minimum', enter 30 and against 'Maximum', enter 50
- Step-7 : Then Click 'OK' Button to save the settings.
- Step-8 : Then select the range D2:D7, then go to the menu Data>Validity..
- Step-9 : In Validity Dialogue box, under the Criteria tab against 'Allow', select 'List' from the combo box
- Step-10: Then against 'Entries' displayed below enter the department names, one in each line, by pressing Enter key

Sales

Purchase

Production

- Step-11: Then Click 'OK' Button to save the settings.
- Step-12 Then enter the data given in the question in the table. When invalid entries are made the error message appears restricting invalid entry.

Output

	A	B	C	D
1	Emp ID	Name	Age	Department
2	4001	Arun	38	Sales
3	4002	Sibi John	42	Purchase
4	4003	Ratheesh	49	Sales
5	4004	Gopal	36	Production
6	4005	Basheer	49	Sales
7	4006	Sabeer	36	Production