

T: 01565 625615

E: office@knutsfordadmin.co.uk

W: www.knutsfordadmin.co.uk

Welcome to Excel!

First things first – The Ribbon

The ribbon is the bar across the top of the screen and it is where everything happens. There are set tabs that are there all the time e.g HOME – INSERT – DESIGN - PAGE LAYOUT, additional tabs will appear depending what you are working on.

For example if you have chosen to insert a picture, whilst your cursor is clicked in/on the picture on the ribbon will be an additional tab PICTURE TOOLS, FORMAT – this is specific for the activity being performed in Excel at that time.

| 1 日 🄊 | • (ð • ÷ | | | | Book1 - Ex | cel | | | | PICTURE TO | DOLS | | | | | 2 | | - B > > |
|----------|-------------------|------------------------------|----------------|---------|------------|--------|---------|-----------|---------|--------------|---------|-------------|------------|------------|-------|--------------|---------|---------|
| FILE H | OME INSERT | PAGE LAYOUT | FORMUL | LAS DAT | A REVIEV | V VIEW | ADD-INS | QuickBook | is Sage | FORMA | л | | | | | | O Helen | Rogers |
| 2 | ÷: 🔍 | | press Pictures | | | | | | · | 👱 Picture Bo | | Bring Forv | | | 🛋] 🗊 | Height: 4.64 | cm 🗘 | |
| | Corrections Color | 💻 🖾 Chan | ge Picture | | | | | | - | Picture Ef | | Send Back | | | | | | |
| kground | * * E | Artistic Ifects + 🐿 Reset | Picture * | | | | | | Ŧ | 😤 Picture La | iyout * | Selection I | Pane 🛛 🏾 🎜 | 🛚 Rotate 👻 | Crop | Width: 4.23 | cm 📮 | |
| | Adjus | | | | | | Picture | Styles | | | G | | Arrange | | | Size | G | |
| icture 2 | • : × v | f_x | | | | | | | | | | | | | | | | |
| Α | B C | D | E | F | G | н | | к | 1 | м | N | 0 | p | Q | R | s | т | U |
| A | P C | U | E | F | 0 | п | | ĸ | L | IVI | IN | 0 | ٢ | Q | ĸ | 3 | | - 0 |
| | 1 m | <u></u> | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | 77 | R F | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | MAKING YOU COU | | | | | | | | | | | | | | | | | |
| | THE INSTI | TUTE | | | | | | | | | | | | | | | | |
| | OF CERTI | | | | | | | | | | | | | | | | | |

This article looks at the DATA tab and Data Validation

| XI 🕂 🤇 | 5.0 | ~ - | | | | | | | Book1 - E | Excel | | | | | | | | C | ? 🖻 – | ēΧ |
|-------------------------|--------|-------------------------|-------------------------|------------------|-------|--|--------------|------------------------------|--------------------|---------------|------|------------------|-----|-----------------------|---------------|-------|------------|--------|----------------------------|----------|
| FILE | HOME | INSERT | PAGE LAYOUT | FORMULAS | DATA | REVIEW | VIEW | ADD-INS | Quick | Books | Sage | ★ | | | | | | | Helen | Rogers * |
| From From Access Web | | From Other Sources * | Existing Connections | Refresh All - | ies z | $\downarrow \begin{array}{c} Z \\ A \\ Z \\ Z \\ \downarrow \end{array}$ | Filter | Clear Reapply Advanced | Text to Columns | Flash Fill | | Data dation • | | What-If Analysis * | Relationships | Group | Ungroup Su | 188 -g | Show Detail Hide Detail | |
| | Get Ex | ternal Data | | Connections | | S | ort & Filter | | | | | Data To | ols | | | | Out | tline | G. | |

Data Validation has different uses but one that can be most useful is list ...

| | Book1 - Excel | | | C | XP | \sim |
|--|--|----------------------|------------------------------------|--------------|-----------------------|---------|
| VIEW ADD-INS | QuickBooks | Sage | | | | - 0 |
| ter Clear | Text to Flash Columns Fill | Remove Duplicates | Data Validation + Data To | Consolidate | What-If Analysis • | Relatio |
| | [| Data Valida | ation | ? | × | |
| Allow List Data: betw Source | is reen reen ly these changes to | V Ig | nore <u>b</u> lank -cell dropdo | ame settings | Incel | P |



T: 01565 625615

- E: office@knutsfordadmin.co.uk
- W: www.knutsfordadmin.co.uk

When would you use a list in Data Validation?

For example if you have regular suppliers and you record each invoice you receive from them, it is good practice to have the suppliers names in a list to avoid typing errors or alternative ways of displaying their name e.g BT, Brit Telecom, British Telecom.

Being consistent in how the name is spelt/displayed enables good use of the data filter options or Sumif functions to find out, for example, how much you spent with one supplier.

First create your list of suppliers: perhaps call the worksheet 'Admin'



Create the new worksheet where this information in the list will be used – in this example following it's called 'SupplierInvoices'.



T: 01565 625615

E: office@knutsfordadmin.co.uk

W: www.knutsfordadmin.co.uk

Highlight the column that the information will appear in. Click Data tab, Data Validation and then choose List from the drop down menu.

| x 🔒 5 | - @ | | | | | | | Book1 - Excel | |
|---|--|---------------------|-----------|---|------------------------------------|-------------|------------------------------|---|----------------------------------|
| FILE H | OME INSE | RT PAGE LAYOU | T FORMULA | S DATA | REV | IEW VIEW | ADD-INS | QuickBooks | Sage |
| From From Access Web | From From C Text Source Get External E | ces - Connections | Refresh | nnections operties it Links ions | 2↓ <mark>Z</mark> 2 Z↓ Sor | ž II . | Clear Reapply Advanced | Text to Flash Columns Fill | Remove Dat Duplicates Validat |
| C1 | • : × | √ ƒ _x Su | oplier | | | | Data Valida | ation | ? × |
| A | в | с | D | E | Settings | Input Messa | ge Error Ale | t | |
| 1 Date | Invoice no. | Supplier | Value P | | Validation | | | | |
| 3 4 5 6 7 8 9 10 11 | | | | | List Data: betwee Source: | | | nore <u>b</u> lank -cell dropdown Essentiation of the same se | ettings |
| 12 13 | | | | | <u>C</u> lear All | | | ОК | Cancel |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 20 | | | | | | | | | |
| 20 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| \leftarrow \rightarrow | Admin | SupplierInvoices | + | | | | | | |
| READY 🔚 | 0 | 1 | | 07 | X | 1 | S | | C |

Place the cursor in the box marked Source then click into the worksheet 'Admin' and on the top of the column that holds the data. (The advantage here of clicking to select the whole column is that future suppliers can be added to the list).

| 🚺 📄 🐬 🖓 - 🕫 | | | Book1 - Excel |
|--|------------------------------|---|------------------------------------|
| FILE HOME INSERT PAGE LAVE | DUT FORMULAS | DATA REVIEW VIEW | ADD-INS QuickBooks Sage |
| From From From Other Access Web Get External Data | Refresh All - Connections | ties Z↓ <u>AZ</u> V Rea Iks A↓ Sort Filter V Adv | pply Text to Elash Remove Di |
| A1 • : × ✓ fx | Supplier | Data | a Validation 🕴 🗙 |
| | | D Settings Input Message E | rror Alert |
| 1 Andrew Jones Joinery | | Validation criteria | |
| 2 BT | | Allow: | |
| 3 Carphone Warehouse | | List V | / ✔ Ignore blank |
| 4 Diesel Direct | | Data: | ✓ In-cell dropdown |
| 5 EDF | | between v | |
| 6 Forty Three Bookkeeping | | Source: | |
| 7 Gas | | =AdminISA:SA | 1 |
| 8 Home Store | | -Administration | HAR |
| 9 India Rugs | | | |
| 10 Jones's | | | other cells with the same settings |
| 11 KFC | | Apply these changes to all | other cells with the same settings |
| 12 | | Clear All | OK Cancel |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| Admin SupplierInvoid | es 🕀 | | |
| | | | |
| | | | |
| | | | S |



T: 01565 625615

E: office@knutsfordadmin.co.uk

W: www.knutsfordadmin.co.uk

In the following screen shot you can see the list in action. Alongside the cells it is possible to select the supplier from a drop down list. It is also possible to type in the name if you know it and enter it spelt correctly. If an unidentified supplier is entered a warning is flagged. Should this in fact be a new supplier simply go to the 'Admin' worksheet and add.

| X | 185 | - <i>d</i> | | | | | | | Book1 - Ex | cel | | | C |
|---------|---------------------|--|---------------------|------------------|---|---|-----------------------|---------------------------------------|----------------|----------|------------------------|-----------------------------|-----|
| _ | | OME INSE | RT PAGE LAYOU | T FORM | JLAS DAT | A REVIEV | V VIEV | V ADD-INS | | | Sage | | |
| | om From cess Web | From From C Text Source Get External D | ces - Connections | Refresh All - | Connections Properties Edit Links nections | $\begin{array}{c} A \downarrow \\ Z \downarrow \\ A \downarrow \\ Z \downarrow \\ Z \downarrow \\ Sort \end{array}$ | Filter | Clear Clear Reapply Advanced | | | Remove Duplicates V | Data alidation Data T | |
| | | • : × | √ f _x Po | st office | | | | | | | | | |
| 1 | A Date | B Invoice no. | C | D Value | E | F | G | Н | 1 | J | K | L | м |
| 2 | Date | invoice no. | Supplier BT | value | Palu | | | | | | | | |
| 3 | | | Gas | | | | | | | | | | |
| 4 | | | Jones's | | | | | | | | | | |
| 5 | | | Post office | ¥ | | | | | | | | | |
| 6 | | | | Ī | | | | | Microsoft | Excel | | | × |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | \bigotimes | The value you e | ntered is not | valid. | | | |
| 9 10 | | | | | | | $\mathbf{\mathbf{v}}$ | A user has restr | icted values t | hat can | be entered i | nto this ce | 91. |
| 11 | | | | | | | | <u>R</u> etry | Cancel | | Help | | |
| 12 | | | | | | | | Was this inform | ation balaful | 2 | | | |
| 13 | | | | | | Ļ | | | lation nelptul | <u>1</u> | | | |
| 14 | | | | | | | | | | | | | |

This is a good example of how to be organised within Excel!