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Session Two: Data Integrity, Subtotals and Validations

The longer I live the more I see that I am never wrong about anything, and that all the pains I have so humbly taken to verify my notions have only wasted my time.

George Bernard Shaw, Irish dramatist & socialist (1856 - 1950)

In an ideal world all data entry personnel would be just like George Bernard Shaw and never make any mistakes. Unfortunately, the world is not ideal and we have to give users of our worksheets a little help by validating their input.

In this session, you will learn how to validate cells and entire columns in order to restrict the values that users are able to enter. As well as simple validations, you'll learn several advanced Excel validation techniques.

Excel's ability to automatically add subtotals never fails to elicit a gasp of amazement during my courses. In this lesson, you'll find out why, when you add sophisticated grouped multi-level subtotals with just a few clicks of the mouse.

Session Objectives

By the end of this session you will be able to:

- Keep data atomic using Text to Columns
- Automatically subtotal a range
- Create nested subtotals
- Consolidate data from multiple data ranges
- Use data consolidation to generate quick subtotals from tables
- Validate numerical data
- Create user-friendly messages for validation errors
- Create data entry input messages
- Add a formula-driven date validation and a text length validation
- Add a table-based dynamic list validation
- Use a function-driven custom validation to enforce complex business rules
- Remove duplicate values from a range or table
- Use a custom validation to add a unique constraint to a column