Excel – Error-proofing your spreadsheets

Learn how to find and fix common errors in spreadsheets and how to create models that have built-in error prevention mechanisms to help maintain data integrity.

Snapshot

Duration: 90 minute

Level: Intermediate

Pre-requisites: Basic familiarity with Excel formulas

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Understand error types
- Use Auditing tools to trace errors in spreadsheets
- Use Data Validation to prevent data input errors
- Protect workbook data to prevent data input errors

Course Content

- Formula Auditing
- Data Validation
- Error Checking Options
- Trace Error
- Data Validation
- Setting up a Validation Rule
- Creating Input and Error Messages
- Displaying Error Messages
- Protecting Workbooks