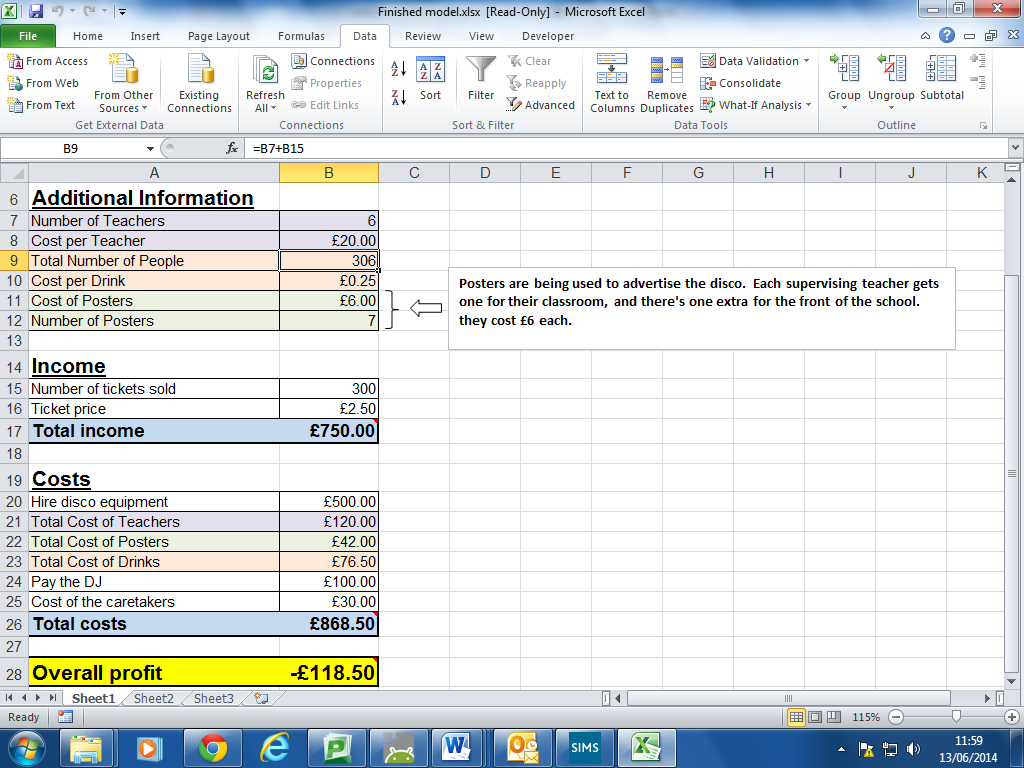
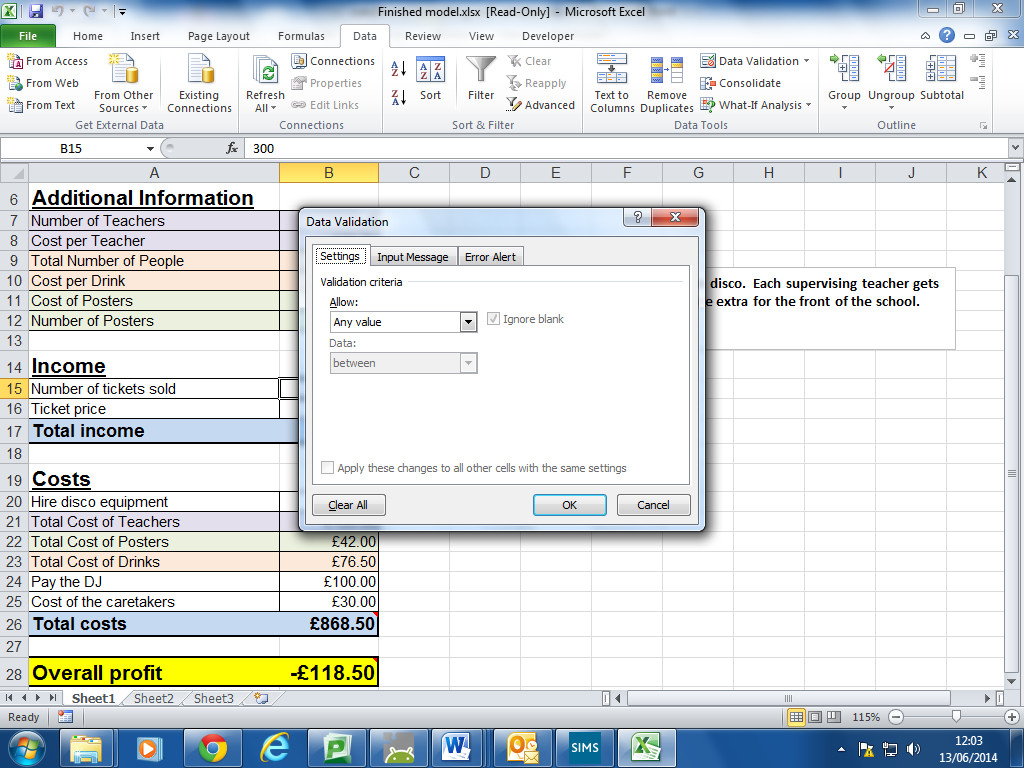
**Validation and conditional formatting**

**Validation**

To use your spreadsheet people have to be able to change certain values, but how do you stop someone from keying in something impossible or silly? The answer is ***validation***.



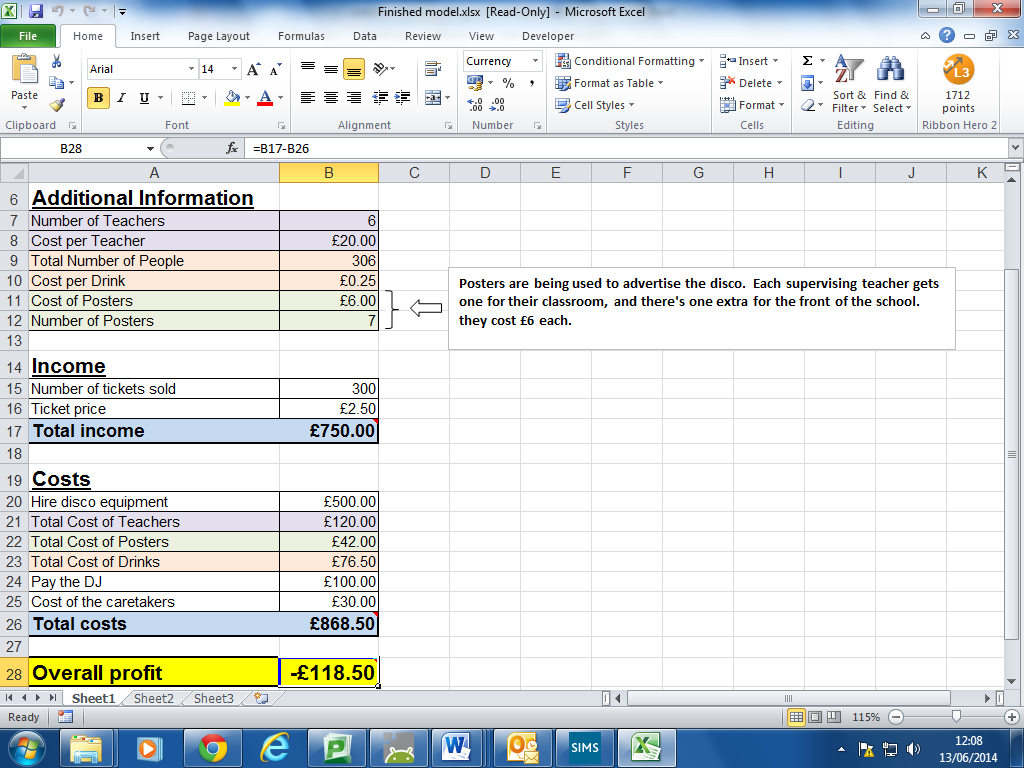
First, select the cell that you wish to apply validation to (if you’re using the Disco Model try the number of tickets first). Then click on Data Validation.

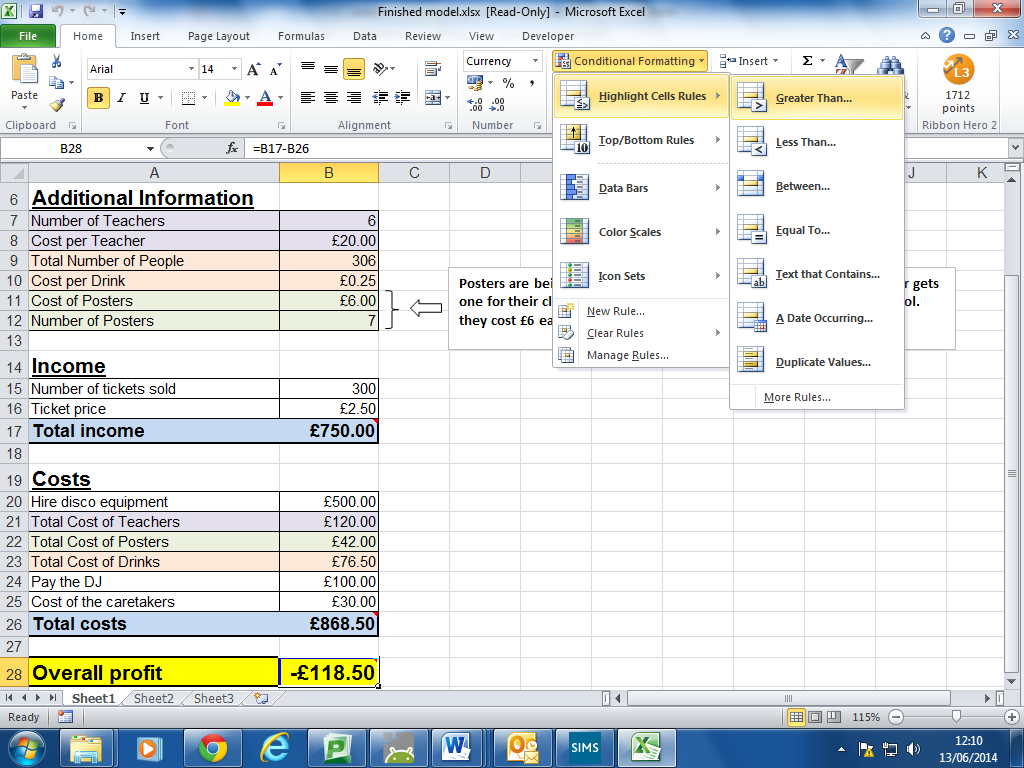


This window shows you that anything is allowed at the moment. **Try restricting what people can do by changing what’s shown in the drop down box. Also, try creating error messages to help people when they do make a mistake.**

**Conditional Formatting**

This is about making cells change their look when something happens. For example with the disco model, if the profit goes over £1000 you can make the cell go red. Helping parts of the spreadsheet to stand out can be very useful.



What controls the changes are ***rules***. You can use the rules already set up, or you can make your own. **Experiment and see if you can get the hang of this.**