

### **\*\*Data Entry Practice Activity\*\***

You are to complete a set of tasks that help you practise reducing data entry errors using:

- Validation of user input
- Verification by double entry
- Drop-down menus
- Pre-filled fields

### **\*\*Task Instructions\*\***

1. Open the spreadsheet file called **\*\*data\_entry\_practice.xlsx\*\***.
2. Complete the form on Sheet1 by entering the following information:
  - Full Name
  - Email Address (you must enter it twice for verification)
  - Age (validation: must be between 16 and 120)
  - Select your course from the drop-down list
  - Confirm or update the pre-filled date and location fields
3. Any fields that give an error must be corrected before the form is considered complete.
4. Save your completed sheet as **\*\*YourName\_data\_entry.xlsx\*\***.
5. Reflect on:
  - What types of errors the spreadsheet prevented
  - How the validation helped
  - How double entry verification ensured accuracy
  - Why drop-down menus are useful
  - How pre-filled fields reduced the chance of mistakes

Submit your completed spreadsheet and reflection.