

Performing calculation and Data validation in Excel

1. Here are some data that must be entered in a spreadsheet.

Club ID	Club name	Number of members
ROB01	Robotics	35
MAT01	2	Fifteen
SWI02	Swimming	40

The following fields were set given the criteria below.

- Club ID: **Text** , length of text – 5 characters
- Club name: **Text**
- Number of members: **Number**

Which data in the table above will lead to an error during the data entry and why?

2. What is the name of the function that can be used to find the total of any quantity?

- A. Average
- B. Sum
- C. +

3. Look at the table below

Book ID	Name of book	Date borrowed	Number of books remaining
FICT001	Matilda	6/12/2023	10
SCIE005	Science You can Eat	6/3/2023	5
THRI020	Spy School	6/10/2023	2

Match the correct data type for each set of data

Book ID	Numbers
Name of book	Text
Date borrowed	Date
Number of remaining books	Text

4. The teacher enters the data 'Alex' in the math mark column, but she gets an error message. Explain why she got an error message.


