Exercise 11

* Open the workbook **VALIDATION**
* In cell **B7** (Overheads Growth) create a validation entry
* Set these validation settings: Whole Number, Less than 1; and switch off **Ignore blank**
* Set the **Input Message** title to "Input Overheads" and the message to "Enter a fraction such as .15, or a percentage such as 15%"
* Set the **Error Alert** to **Stop**; title to "High Overheads", and the message as "Unrealistic figure, please re-enter."
* In cell **B7** enter the number **2**
* Reset the validation **Error Alert** to **Warning**
* In cell **B7** enter the number **2**, and accept the number
* Display the **Formula Auditing** toolbar
* Use the **Circle Invalid Data** button  to highlight the number 2 in cell **B7**
* Close the file without saving it

To distribute data to people who do not have access to the Microsoft Excel application (or are using a different version of it), you can save a workbook in a different file format to allow them to open and edit it in whatever spreadsheet software they have.