Task 3 Guidance (P5, P6, M3)

P5

Examples of customisation include restricting data entry, for example hiding information, protecting worksheets and cells, modifying toolbars and menus, checking data, for example, data validation, range checking, not NULL and display error messages.

What to cover:

Customisation:
• restricting data entry
  o hiding;
• protecting;
• modifying toolbars;
• modifying menus;
• checking data (cover **2** from the following list):
  o data validation,
  o range checking,
  o not NULL;
• error messages

P6

Develop the spreadsheet model further by implementing automated features, such as macros, ActiveX control, Control Toolbox or Visual Basic.

Automation:
• methods(cover **3** from the following list):
  o macros,
  o ActiveX control,
  o Control Toolbox,
  o Visual Basic

M3

In the presentation define and explain by examples a range of different automation methods, ie macros, ActiveX control, Control Toolbox and Visual Basic.