

Learn with



Subject: Excel Data Validation

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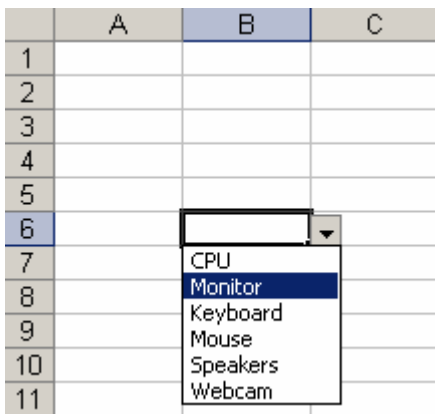
(Ref # [001-07092K5](#))

Data validation is used to arrange a list of information that you have entered in a worksheet of Microsoft Excel. You can use this tool to provide users a choice from a list of items or control entries.

Selecting Items from a list Box

Here, I have given an example of some computer items that can be selected from a list box.

Picture #1



Add the entries in one row or one column

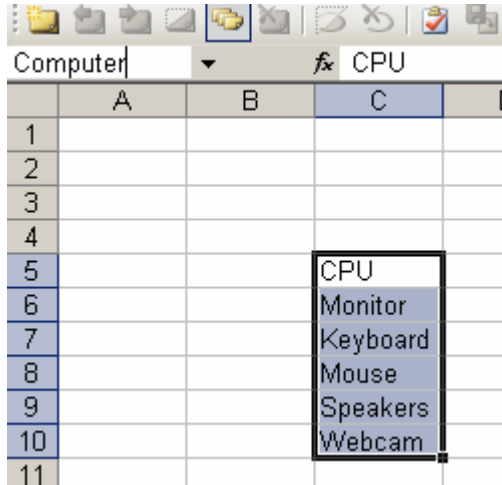
Select the list

Click the name box left to formula bar

Give the name e.g. 'Computer'

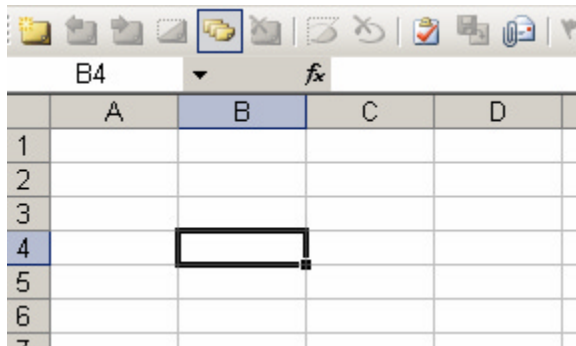
Press Enter

Picture #2



Select the cell (any cell) to validate.

Picture #3



On the **Data** menu, click **Validation...**, and then click the **Settings** tab.

Specify the type of validation you want:

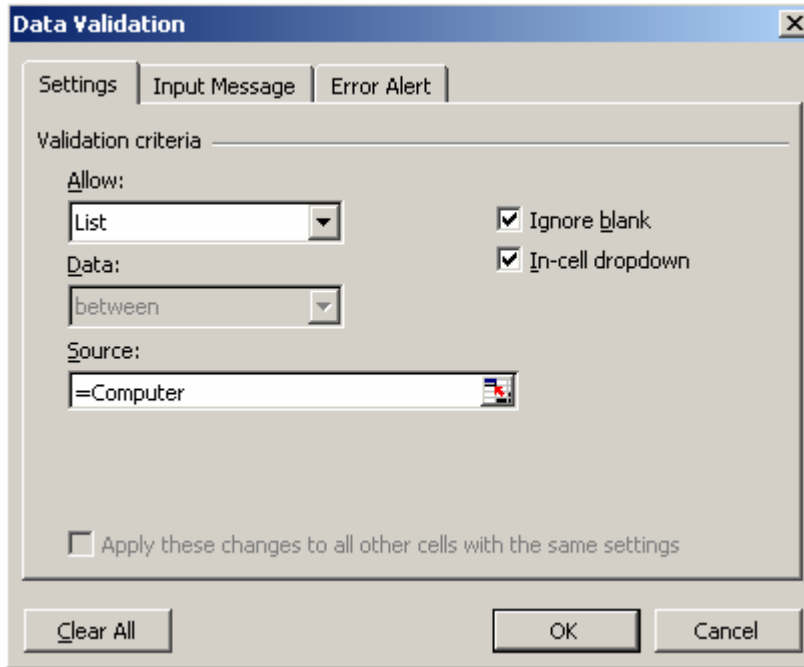
In the **Allow** box, click **List**.

Click the **Source** box and then do the following methods

1- By name of range

To use a range of cells with a defined name, type the equal sign (=) followed by the name of the range. (=Computer)

Picture #4



Make sure the **In-cell dropdown** check box is selected.

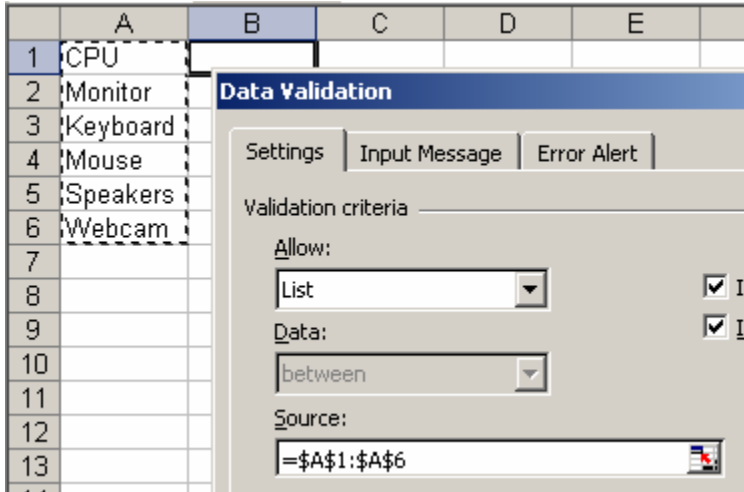
If you want to allow blank (null) values, select the **Ignore blank** check box.

If you want to prevent entry of blank (null) values, clear the **Ignore blank** check box.

2- By Cell Reference

To use cell references, select the cells on the worksheet and then press ENTER.

Picture #5



Cell references have to be to cells on the same worksheet. If you have to refer to a different worksheet or a different workbook, use a defined name and make sure the workbook is already open.

3- Define List Locally

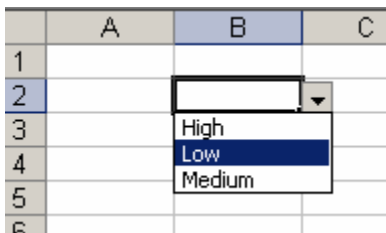
Instead of referring to items on a worksheet, you can define list locally. To define the list locally, type the list values separated by commas.

Picture #6



The result will be as follows

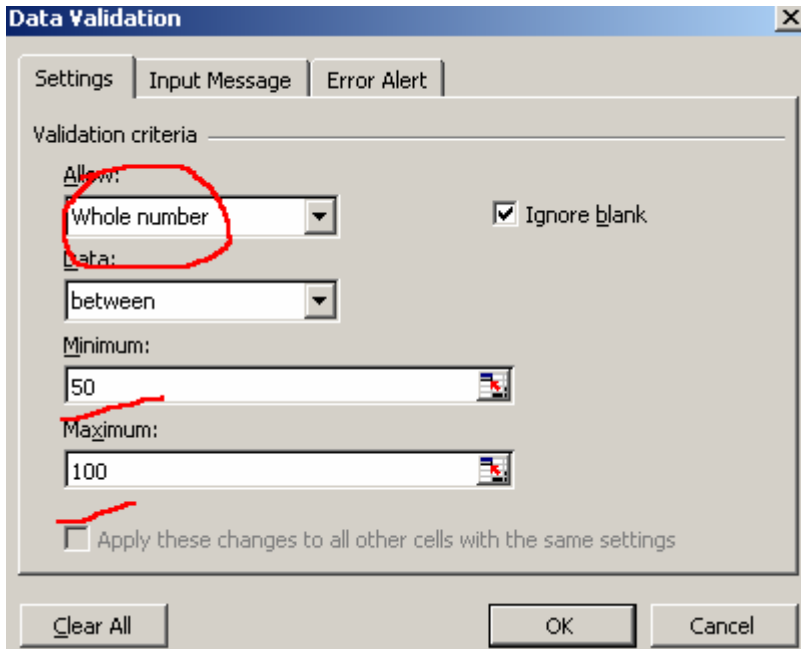
Picture #7



Other Validations

Other than allowing list, You can also validate a cell with some restrictions like the specified cell should only accept the numbers between 50 to 100. You have to select '**Whole number**' from the Allow drop down of Data validation settings. And select '**between**' from data list. Give minimum and maximum numbers as shown in Picture #8

Picture #8

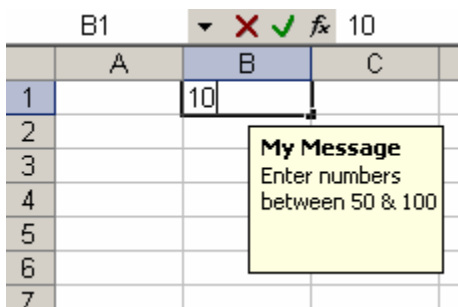


Like this you can validate date, time, text length, decimals etc. by selecting different items from **Allow** drop down

Input Message

To display an optional input message when the cell is clicked, click the **Input Message** tab, and fill in the title and text for the message and make sure the **Show input message when cell is selected** check box is selected.

Picture #9



Error Alert

In the same way you are able to give your own error message when invalid data entered. Click the **Error Alert** tab, and make sure

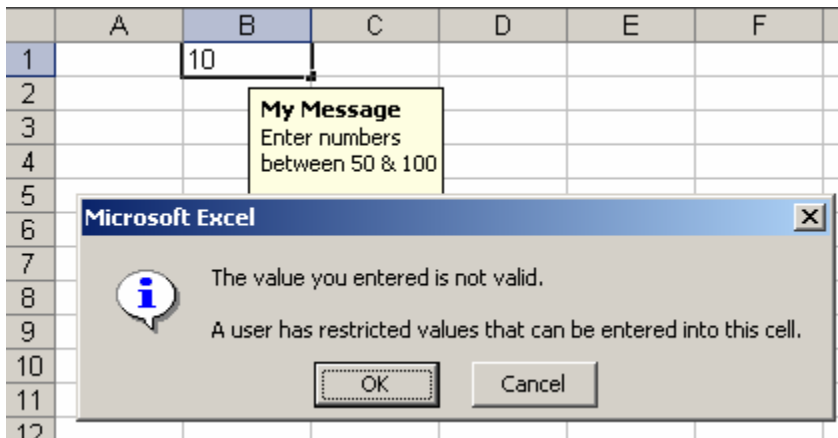
the **Show error alert after invalid data is entered** check box is selected. Select one of the following options for the **Style** box:

To display an information message that does not prevent entry of invalid data, click **Information**.

To display a warning message that does not prevent entry of invalid data, click **Warning**. To prevent entry of invalid data, click **Stop**. Fill in the title and text for the message (up to 225 characters).

If you don't enter a title or text, the title defaults to "Microsoft Excel" and the message to: "The value you entered is not valid. A user has restricted values that can be entered into this cell."

Picture #10



This Tutorial is a portion from **Learn with www.koliyat.com**. For more information and guidelines you can visit our [website](http://www.koliyat.com).