

Class: BSc

Subject : Application of IT- Basics Excel

Chapter Name: Data Validation In Excel

# Introduction

Data validation is a feature in Excel used to control what a user can enter into a cell. For example, you could use data validation to make sure a value is a number between 1 and 6, make sure a date occurs in the next 30 days, or make sure a text entry is less than 25 characters.

Data validation can simply display a message to a user telling them what is allowed as shown below:

The image shows an Excel spreadsheet with columns A through J and rows 1 through 10. In column B, there is a list of items: Bracket, Housing, Gasket, Seal, and Lever arm. In column C, there is a list of codes: z1234, z2078, and an empty cell for Gasket. A yellow data validation message box is displayed over the empty cell in column C, row 5. The message box contains the text: "Product code" and "Enter the 5-digit product code". A yellow arrow points from the message box to the text "Message displayed automatically by data validation".

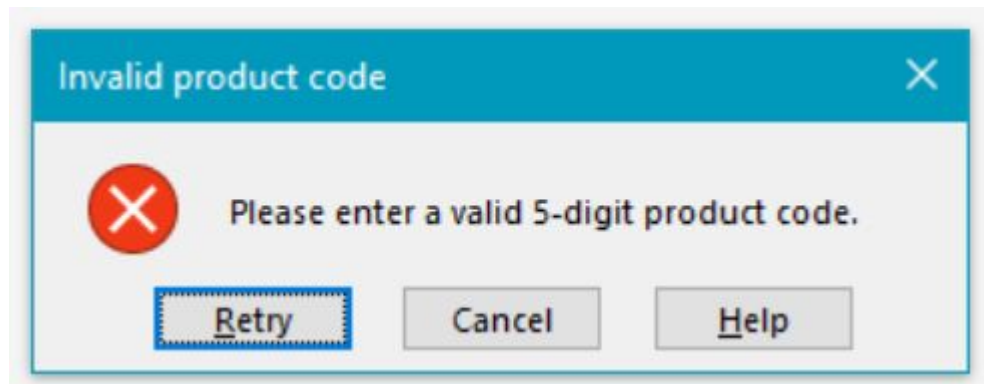
Item	Code
Bracket	z1234
Housing	z2078
Gasket	
Seal	
Lever arm	

**Product code**  
Enter the 5-digit product code

Message displayed automatically by data validation

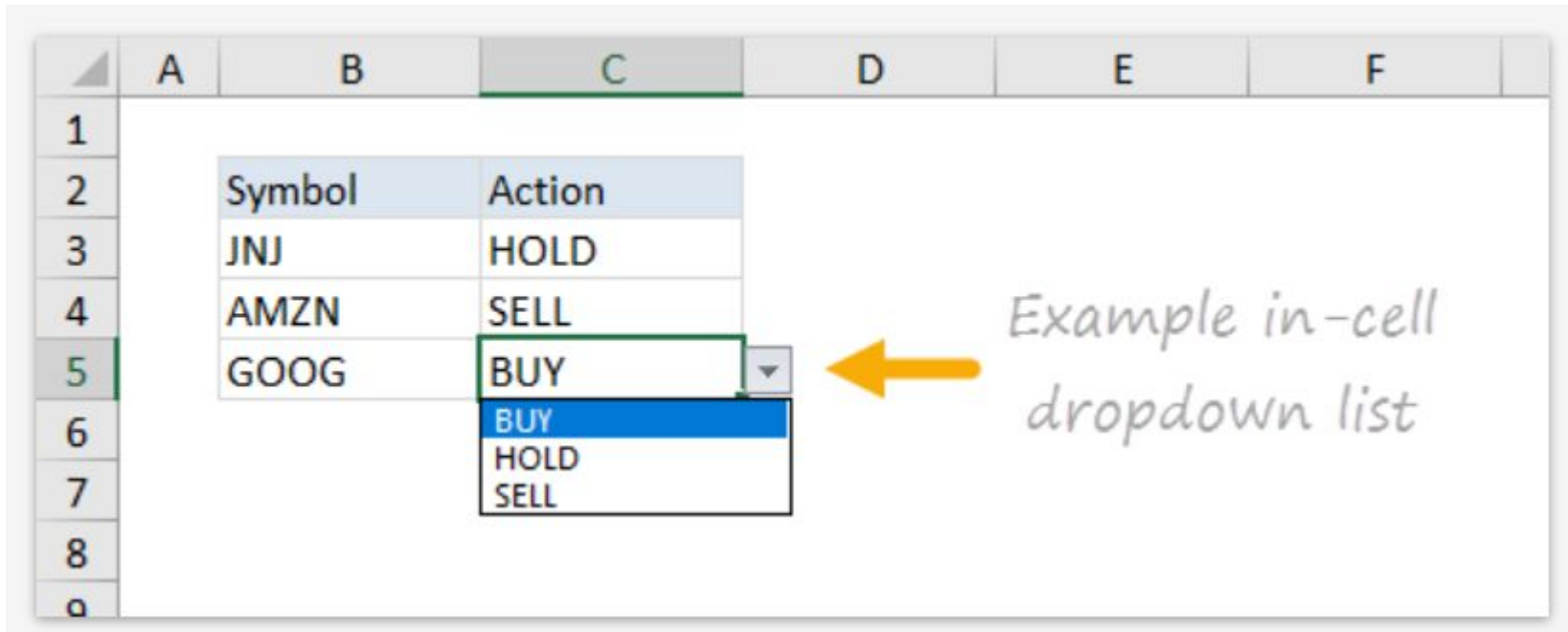
# Introduction

Data validation can also stop invalid user input. For example, if a product code fails validation, you can display a message like this:



# Introduction

In addition, data validation can be used to present the user with a predefined choice in a dropdown menu:



	A	B	C	D	E	F
1						
2		Symbol	Action			
3		JNJ	HOLD			
4		AMZN	SELL			
5		GOOG	BUY			
6			BUY			
7			HOLD			
8			SELL			
9						

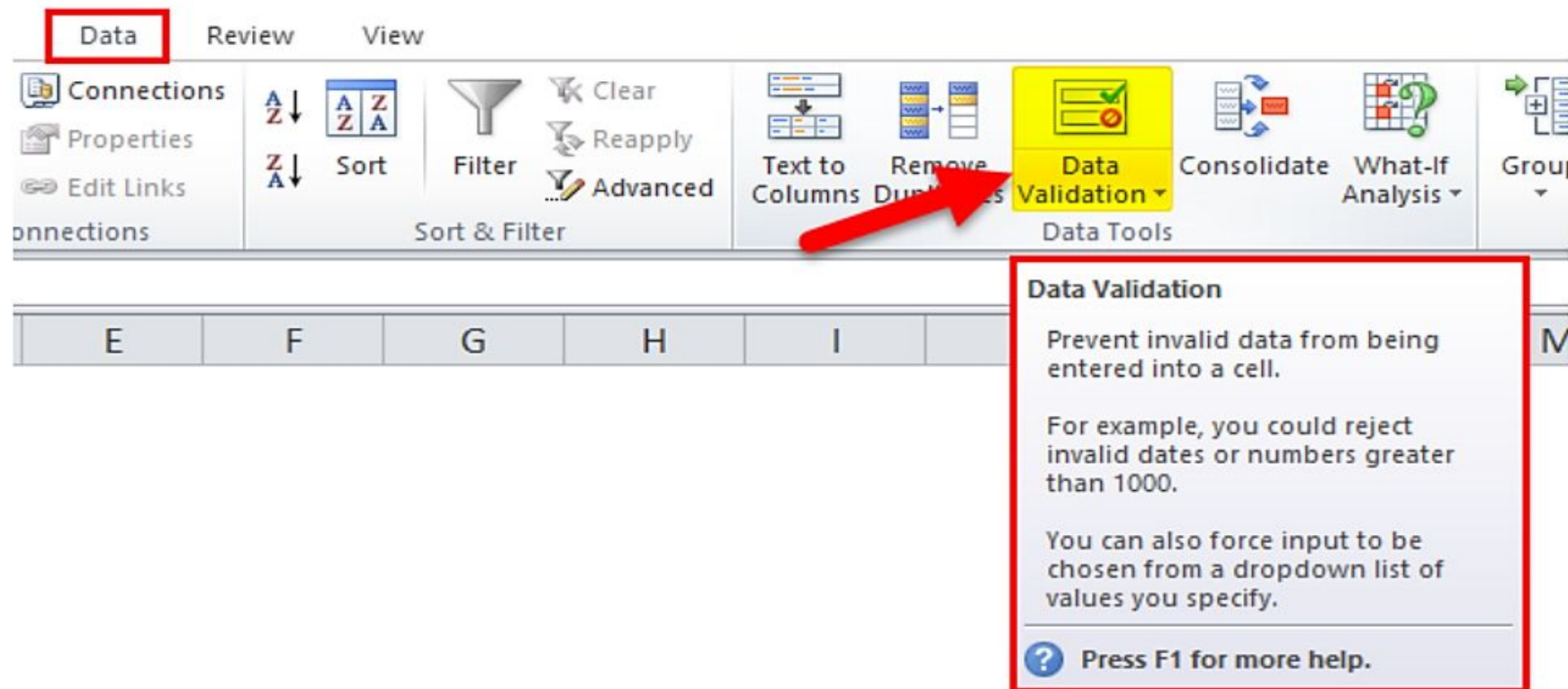
Example in-cell dropdown list

This can be a convenient way to give a user exactly the values that meet requirements.

# Locate in MS Excel

Click on Data Tab in the Menu bar.

Select on Data Validation from the toolbar under the Data Tab:



# *How to Create Data Validation Rule in Excel?*

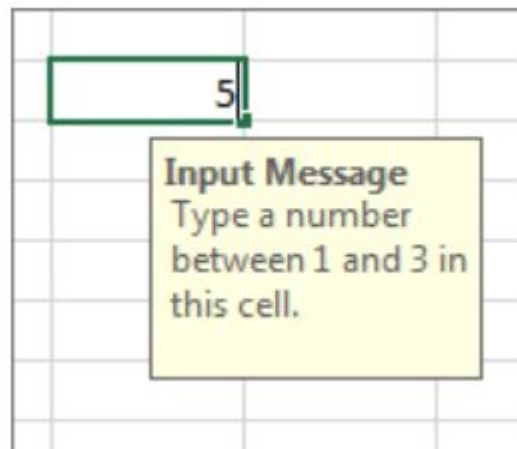
1. Select the cell(s) you want to create a rule for.
2. Select **Data > Data Validation**.
3. On the **Settings** tab, under **Allow**, select an option:
  1. **Whole Number** – to restrict the cell to accept only whole numbers.
  2. **Decimal** – to restrict the cell to accept only decimal numbers.
  3. **List** – to pick data from the drop-down list.
  4. **Date** – to restrict the cell to accept only date.
  5. **Time** – to restrict the cell to accept only time.
  6. **Text Length** – to restrict the length of the text.
  7. **Custom** – for custom formula.
4. Under **Data**, select a condition.
5. Set the other required values based on what you chose for **Allow** and **Data**.

## *How to Create Data Validation Rule in Excel?*

6. Select the **Input Message** tab and customize a message users will see when entering data.
7. Select the **Show input message when cell is selected** checkbox to display the message when the user selects or hovers over the selected cell(s).
8. Select the **Error Alert** tab to customize the error message and to choose a **Style**.
9. Select **OK**.
10. Now, if the user tries to enter a value that is not valid, an **Error Alert** appears with your customized message.

# *Data Validation Input and Error Messages*

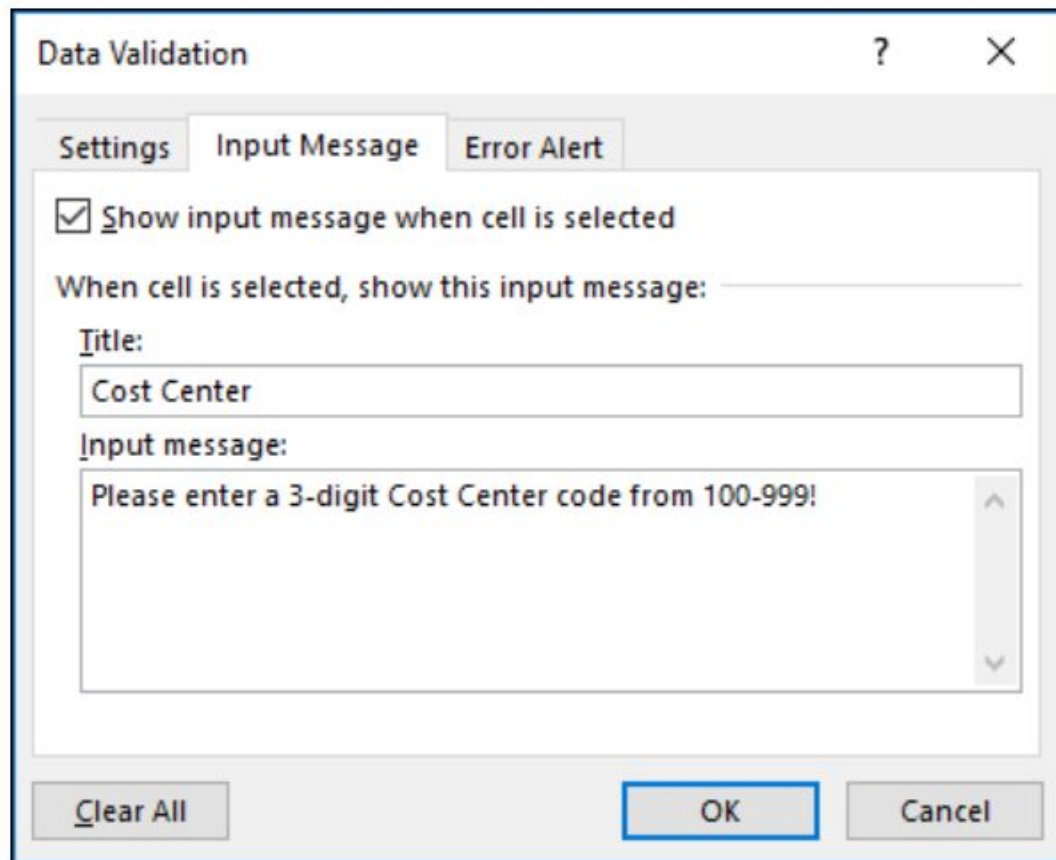
You can choose to show an Input Message when the user selects the cell. Input messages are generally used to offer users guidance about the type of data that you want entered in the cell. This type of message appears near the cell. You can move this message if you want to, and it remains visible until you move to another cell or press Esc.





# *Data Validation Input and Error Messages*

You set up your Input Message in the second data validation tab.



The screenshot shows the 'Data Validation' dialog box with the 'Input Message' tab selected. The 'Settings' tab is also visible. The 'Error Alert' tab is not selected. The 'Show input message when cell is selected' checkbox is checked. Below this, the text 'When cell is selected, show this input message:' is followed by a horizontal line. Underneath, the 'Title' field contains 'Cost Center'. The 'Input message' field contains the text 'Please enter a 3-digit Cost Center code from 100-999!'. At the bottom, there are three buttons: 'Clear All', 'OK', and 'Cancel'.

Data Validation

Settings Input Message Error Alert

☒ Show input message when cell is selected

When cell is selected, show this input message:

Title:

Cost Center

Input message:

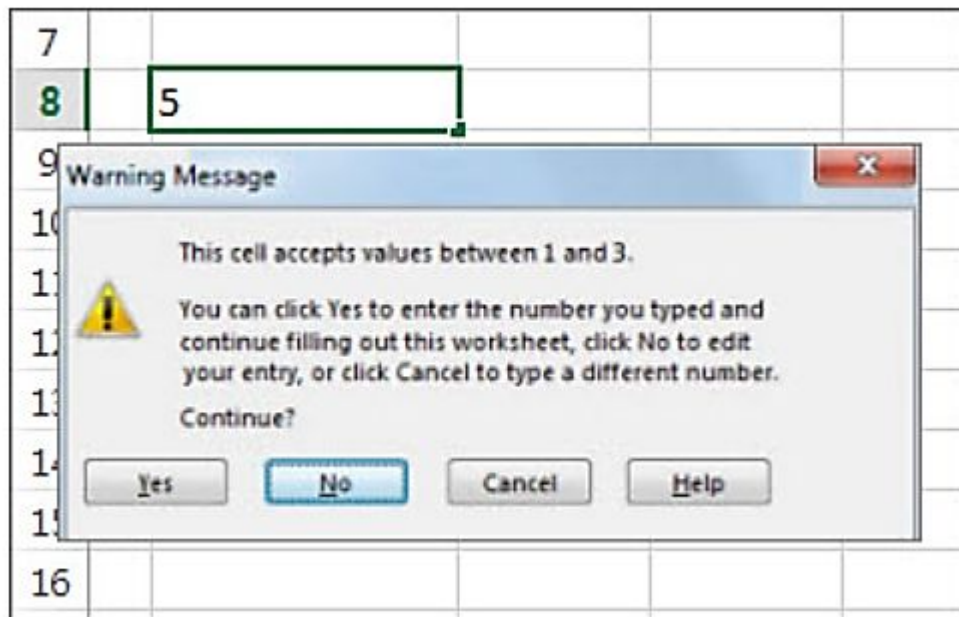
Please enter a 3-digit Cost Center code from 100-999!

Clear All OK Cancel

# Data Validation Input and Error Messages

Once your users get used to your Input Message, you can uncheck the **Show input message when cell is selected** option.

You can also show an **Error Alert** that appears only after users enter invalid data.



## *If data validation doesn't work:*

If data validation isn't working, make sure that:

- Users are not copying or filling data
- Manual recalculation is turned off
- Formulas are error free
- Cells referenced in formulas are correct
- An Excel table might be linked to a SharePoint site
- You might currently be entering data
- The worksheet might be protected or shared

## *Remove data validation*

If you inherit a workbook with data validation, you can modify or remove it unless the worksheet is protected. If it's protected with a password that you do not know you should try to contact the previous owner to help you unprotect the worksheet, as Excel has no way to recover unknown or lost passwords. You can also copy the data to another worksheet, and then remove the data validation.

If you see a data validation alert when you try to enter or change data in a cell, and you're not clear about what you can enter, contact the owner of the workbook.