# Data Validation

## What is Data Validation?

Data Validation is used to define restrictions on what data can be entered into a cell. Invalid data will have a warning display. Drop-down lists may also be created from the items in a list.

### Data Validation

- On the **Data** tab in the **Data Tools** group press the **down-arrow** next to **Data Validation**
- Select **Data Validation**

### Data Validation Choices

- **Restrict data to predefined items in a list:** limit values to a predefined list of cells within the worksheet
- **Restrict numbers outside a specified range:** determine the range of numbers that are valid
- **Restrict dates outside a certain time frame:** specify a time between a date and a date in the future frame that is valid
- **Restrict times outside a certain time frame:** specify a time from a certain time frame
- **Limit the number of text characters:** limit the length of characters input into a cell
- **Validate data based on formulas or values in other cells:** validate the data with a formula or value maximum

## Restrict Data Entry to Values in a Drop-Down List

- Select one or more cells to validate on the spreadsheet
- On the **Data** tab, in the **Data Tools** group, click **Data Validation**
- In the **Data Validation** box, click **Settings** tab
- In the **Allow:** box, select **List**
- In the **Source:** box, click the **icon** at the end of the box
- Select the **list of valid values** from the spreadsheet
- Press **Enter**
- Press **OK**
- On the selected cell(s) to validate there will be a **drop-down** with the values that may be chosen
Restrict Data Entry to a Whole Number Within Limits

- Select one or more cells to validate on the spreadsheet
- On the Data tab, in the Data Tools group, click Data Validation
- In the Allow: box, select Whole Number
- In the Data box, select the type of restriction
- Type in the values (in the ex. Minimum and Maximum)
- Click OK

Create a Input Message and Error Alert

- If desired, type in an Input Message and an Error Alert to display when data is entered
- On Input Message tab, type in a Title and Input message
- On Error Alert tab, select the Style:
  - Stop – does not allow invalid entry
  - Warning—warns that the item is outside of the limits but allows the entry
  - Information—message is displayed when a cell is selected
- When all information is entered, click OK

Example of messages when Stop is chosen:

Note: Additional information on data validation may be found on the help menu
Enter “Data Validation” in the Search box