



Excel - Data Validation

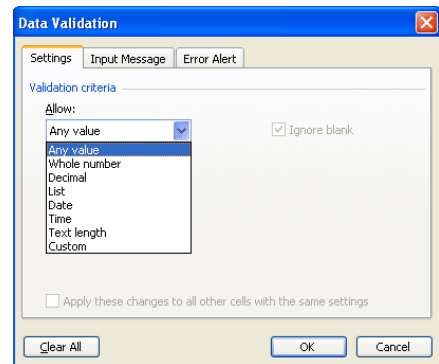
When using a spreadsheet you can enter 4 types of information into any cell:

- Labels – text
- Values – numbers
- Date & Time data
- Formulas

It may be useful to have a worksheet that restricts the type of information that can be entered into a cell. The tool to do this is Data Validation.

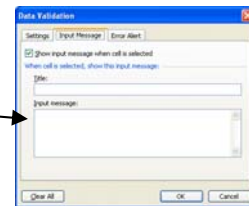
1. Select a cell or a range of cells that you want to restrict data entry on
2. From the Data Menu select Validation
3. Choose the desired “Allow” options:

- Any Value..... reset to any value (no validation)
- Whole Number numbers without any decimals
- Decimal any number value
- List..... selection of defined values or labels
- Date any serial date (1/1/1900 and newer)
- Time only time values
- Text Length specified number of text characters
- Custom..... True or False formula to validate data
(Eg. >5 would not allow values 5 or less)



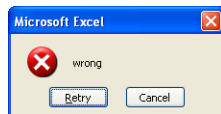
Note: You can also set:

Input Message: type a message into the Input Message area
Kind of like a tooltip



Error Alert: the message display when validation is violated

1. Stop



2. Warning



3. Information



Enter message here

