

Microsoft Excel - Data Validation Restricting Cell Entries



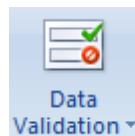
Data Validation Restricting Cell Entries

It is possible to restrict cells so that only certain values can be entered into them, by controlling what data is entered into a cell will make worksheets more reliable.

For example you may require a column to only accept numeric numbers for calculations, therefore you may wish an error message to be displayed if any other value is entered like text.

In the Example below we want to allow only a who number between 10 and 20 to be entered in column 'A'.

1. **Select** column 'A'
2. Click **Data** tab → **Data Validation**.

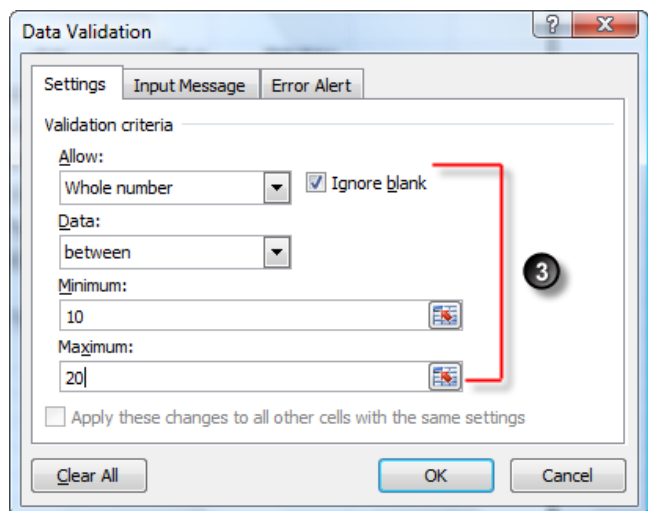


3. Setting: Setting the Validation criteria.

Allow: Data type to be entered.

Data: additional setting.

These additional setting will change depending on what data type that you have selected.

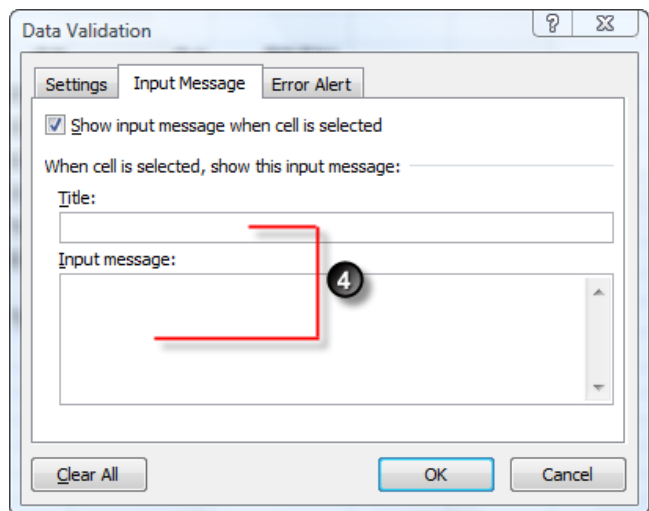


4. Input Message:

Let the user know what to type into the cell.

Enter a Title for the Input Message box (optional).

Enter the Message to be displayed to the user.

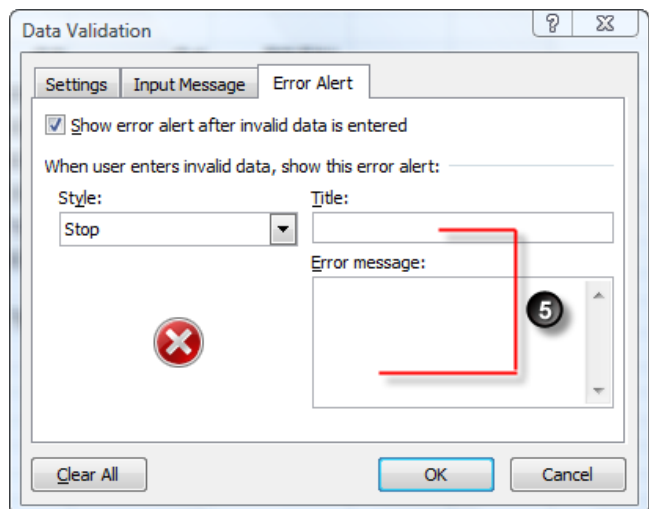


The screenshot shows the 'Data Validation' dialog box with the 'Input Message' tab selected. The 'Show input message when cell is selected' checkbox is checked. Below it, the text 'When cell is selected, show this input message:' is followed by a text box for the title and a larger text area for the input message. A red L-shaped line highlights the title and message fields, with a circled number '4' next to the message area. At the bottom, there are 'Clear All', 'OK', and 'Cancel' buttons.

5. Error Alert: display an error when the wrong data has been entered into the cell.

Enter a Title for the Error Alert Message box (optional).

Enter the Error Message to be displayed to the user.



The screenshot shows the 'Data Validation' dialog box with the 'Error Alert' tab selected. The 'Show error alert after invalid data is entered' checkbox is checked. Below it, the text 'When user enters invalid data, show this error alert:' is followed by a 'Style' dropdown menu set to 'Stop', a text box for the title, and a larger text area for the error message. A red L-shaped line highlights the title and message fields, with a circled number '5' next to the message area. A red 'X' icon is visible in the bottom left corner. At the bottom, there are 'Clear All', 'OK', and 'Cancel' buttons.

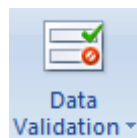
Data Validation Building a Drop-Down List.

A drop-down list could contain a list of departments that you choose from, this way a user must select from the list not typing in the data manually causing errors, for example typing a department two different ways 'HR' or 'Human resources'.

1. **Create** a list of department to choose from. In this example type four different department using the range A1:A4.

| | A |
|---|-----------|
| 1 | Sales |
| 2 | Finance |
| 3 | Marketing |
| 4 | Credit |

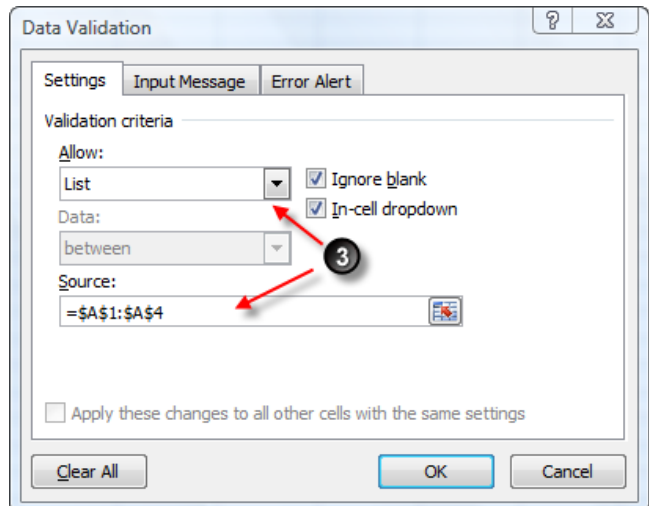
2. Click **Data** tab → **Data Validation**.



3. Setting: Setting the Validation criteria.

Allow: List.

Source: Highlight the source (departments to choose from).

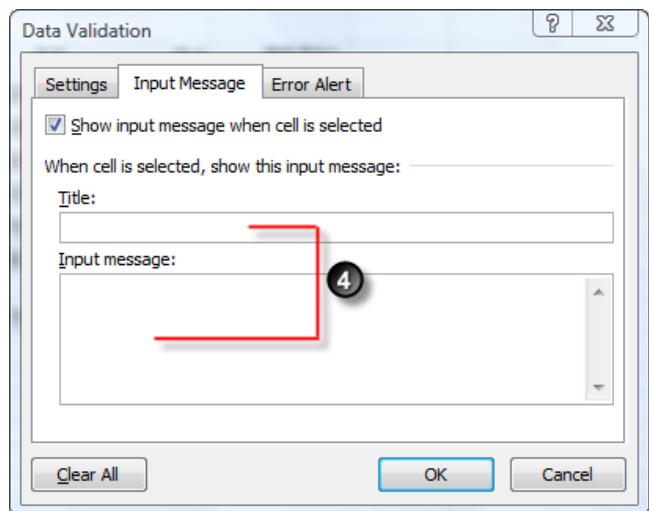


4. Input Message:

Let the user know what to type into the cell.

Enter a Title for the Input Message box (optional).

Enter the Message to be displayed to the user.



5. Error Alert: display an error when the wrong data has been entered into the cell.

Enter a Title for the Error Alert Message box (optional).

Enter the Error Message to be displayed to the user.

