Data validation in Excel is a feature that allows you to control the type and format of data entered into a cell. It helps ensure data accuracy by setting rules or criteria for the input.

Procedure for data validation:

* Select a cell/ range to apply data validation.
* Go to the "Data" tab, then click on the "Data Validation" option.
* In the Data Validation dialog box,in the **allow** **drop down** specify criteria to fit in the option of your choice and set to exact specifications.
* Input Message: You can add a message that appears when the cell is selected, informing the user on what input is allowed.
* Error Alert: Create an alert to notify users if they enter invalid data. This can be a warning or an error message.
* Once set, the data validation rules will be applied to the selected cells.

USING LIST

* Choose the cells where you want to apply data validation.
* Go to the "Data" tab, Click on the "Data Validation" option.
* In the allow drop down selec**t List,** to fill-in the source, select the range **eg (=$A$5:$A$8)**
* Then edit the input message and error alert
* Then data validation is set, the cell selected at first will have a dropdown of the range selected as list.

USING NUMBERS

where data validation is applied to ensure that only whole numbers between 100-999 are entered in a specific column.

* Select the cells where you want to apply data validation.
* Go to the "Data" tab, Click on the "Data Validation" option.
* In the allow drop down, Choose "Whole number."
* Data: Choose "between" and set the values from 100-999
* Enter “200” as minimum and “999” as maximum
* Input Message: Title “number in hundreds”, then input message “please enter 3-digit number only
* Error Alert: **style dropdown**, select information, Title: 3 digits only, Error message: numbers between 100 and 999
* Then ok
* Data validation is set