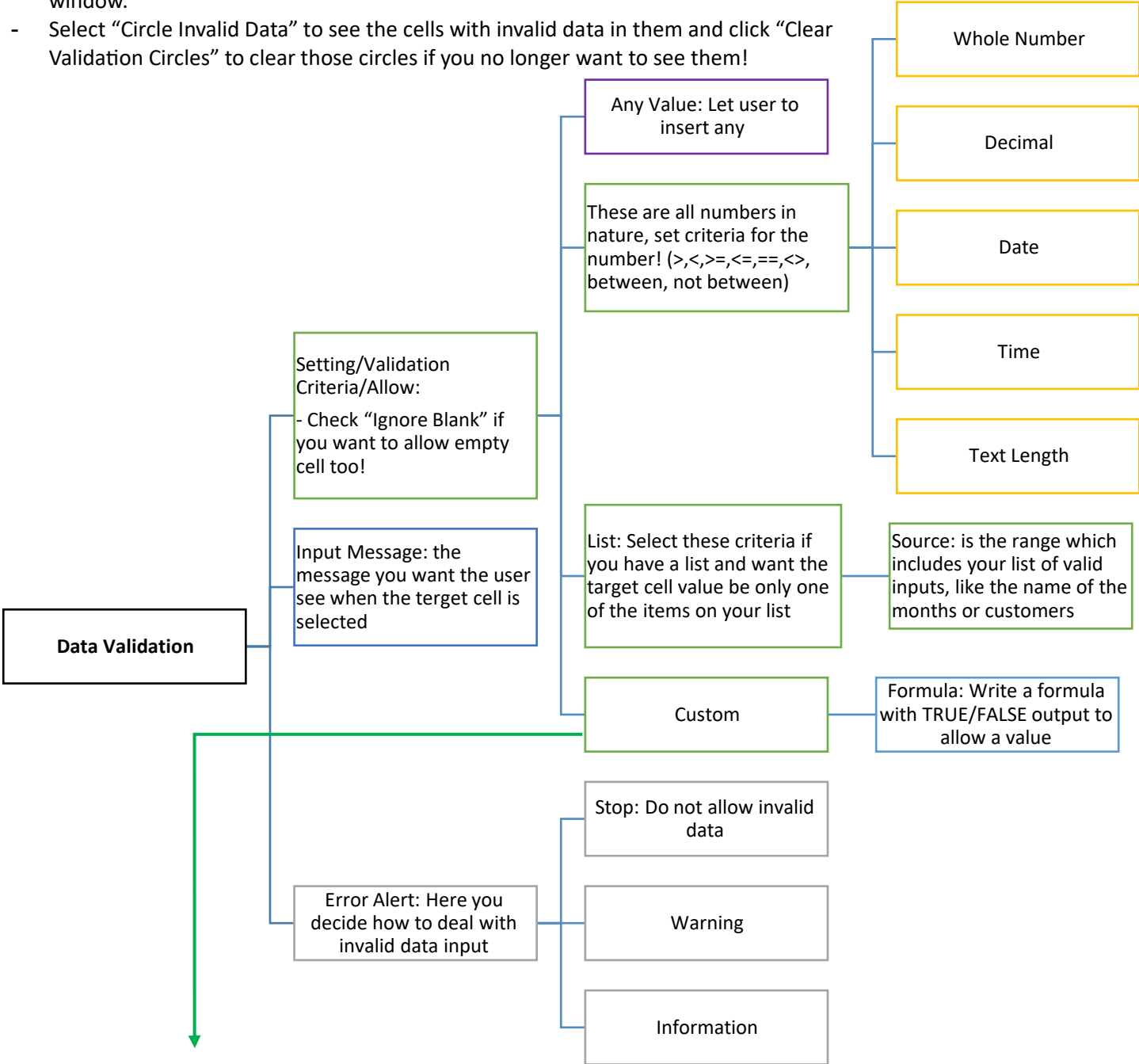


Data Validation

“Data Validation” is used to set a validation criteria for a cell. Basically, limit the data (type) that can be inserted in a cell.

- Select the target cells, then go to Data (Tab) > Data Validation to see the data validation window.
- Select “Circle Invalid Data” to see the cells with invalid data in them and click “Clear Validation Circles” to clear those circles if you no longer want to see them!



- Is used for complex and specific rule that Excel cannot handle. When a user inputs a value in the target cell, the formula in the ‘Data Validation’ criteria create TRUE or FALSE, if it is TRUE, the inserted value is allowed!
- Examples (When setting custom Data Validation for **A1** cell):

Goal	Formula
Even number only	=MOD(A1,2)=0
Text >5 characters	=LEN(A1)>5
Future date	=A1>TODAY()
Only "Yes" or "No"	=OR(LOWER(A1)="yes", LOWER(A1)="no")
Between 1–100 and divisible by 5	=AND(A1>=1, A1<=100, MOD(A1,5)=0)
Basic Email Check	=AND(ISNUMBER(FIND("@",A1)), ISNUMBER(FIND(".",A1)))