

Data Validation in Excel



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What is Data Validation

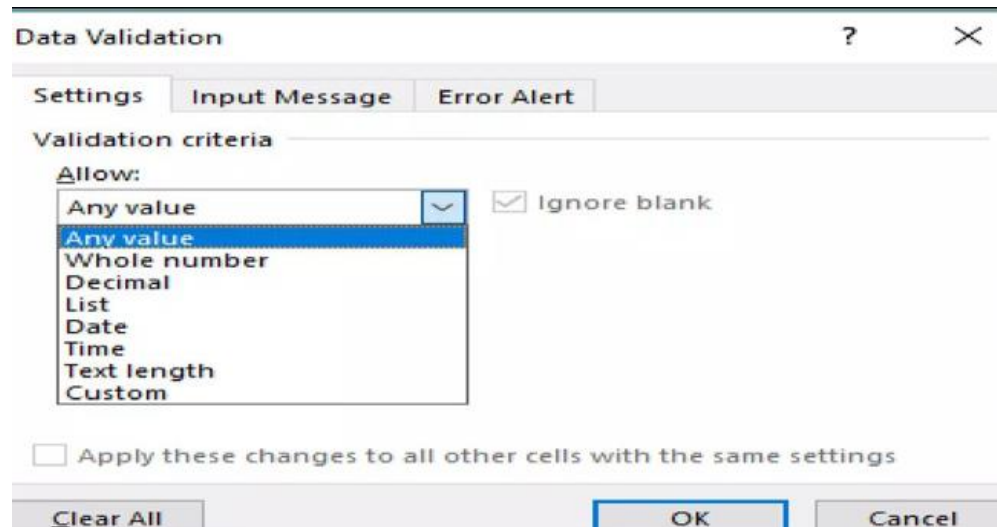
Data Validation is a feature available in Microsoft Excel

It allows you to :

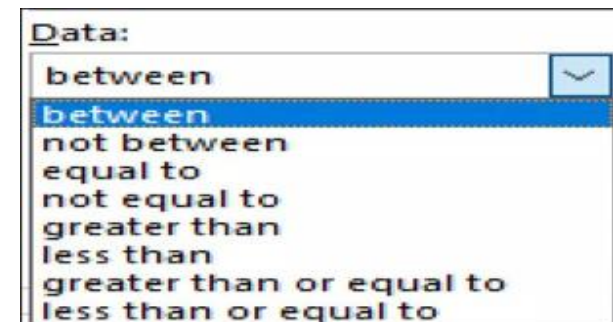
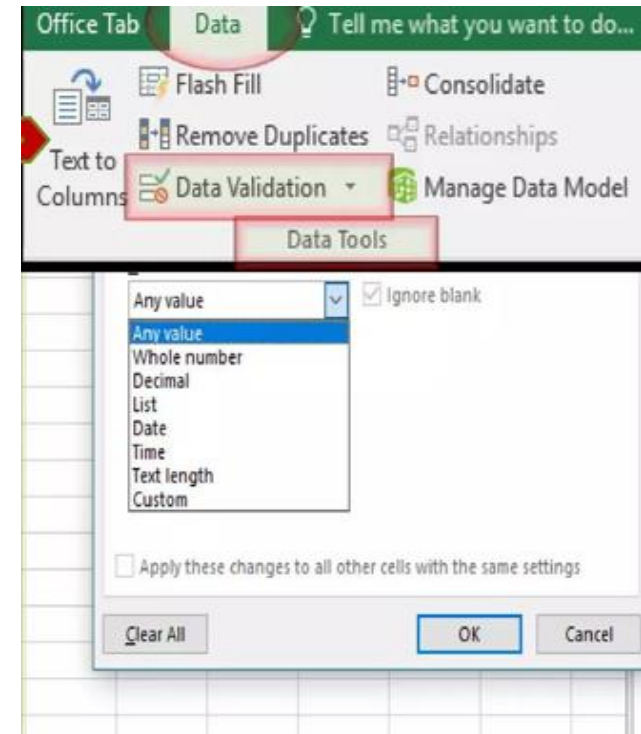
- Make a list of entries which restricts the values allowed in a cell and to set custom rules
- Create a prompt message about the data allowed in a cell
- Create messages that appear when an incorrect data has been entered

Add Data Validation to a Cell or Range

1. Select one or more cells to validate
2. On **Data tab**, In **Data Tools** group select **Data Validation**
3. On **Settings** tab , in the **Allow** box select **List**



4. Choose Required option from **Data**



Input message

Create a prompt message explaining the kind of **data** allowed in a cell.

Error Alert

Create messages that appear when incorrect **data** has been entered.

Data Validation

Settings

Input Message

Error Alert

☒ Show input message when cell is selected

When cell is selected, show this input message:

Title:

Input message:

Clear All

OK

Cancel

Data Validation

Settings

Input Message

Error Alert

☒ Show error alert after invalid data is entered

When user enters invalid data, show this error alert:

Style:

Stop

Stop

Warning

Information

Title:

Error message:

Clear All

OK

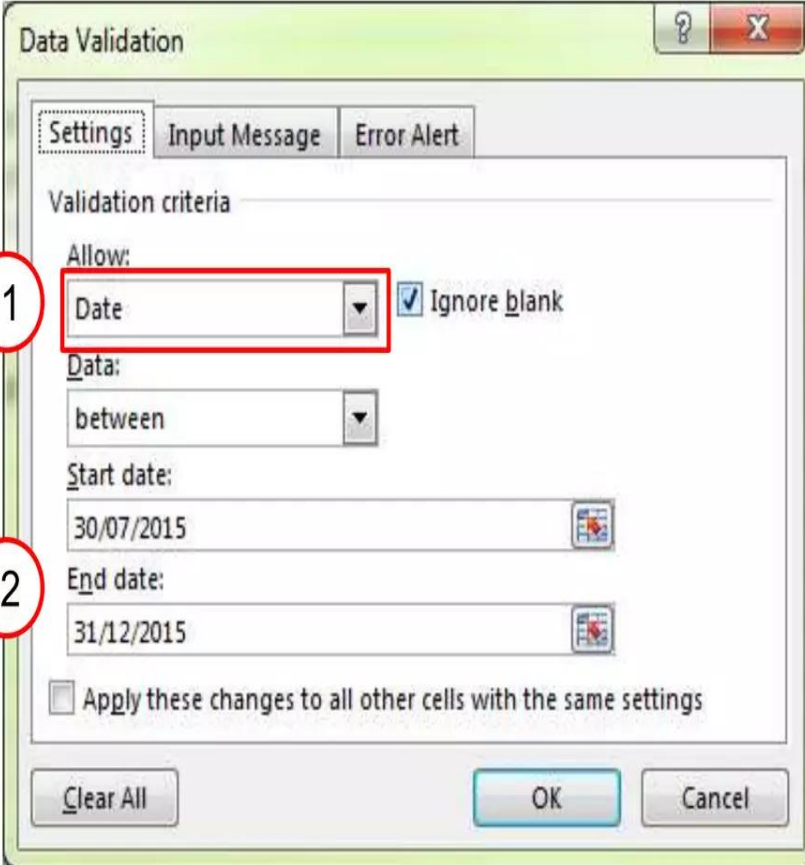
Cancel



Example : Defect Tracaking

	A	B	C	D	E	F	G	H
1	Reported Date	Reported by	Description	Type of defect	Status	Planned Closed	Closed On	Follow up
2	12-Aug-15			Clarification	Open	19-Aug-15		20-Aug-15
3	11-Aug-15			Bug	Closed	12-Aug-15	12-Aug-15	
4	11-Aug-15			Bug	Closed	12-Aug-15	12-Aug-15	
5	11-Aug-15			Bug	Closed	12-Aug-15	12-Aug-15	
6	11-Aug-15			Bug	Closed	12-Aug-15	12-Aug-15	
7	11-Aug-15			Bug	Closed	12-Aug-15	12-Aug-15	
8	30-Jul-15			Clarification	Closed	31-Jul-15	03-Aug-15	
9	30-Jul-15			Clarification	Closed	31-Jul-15	03-Aug-15	
10	30-Jul-15			Clarification	Closed	31-Jul-15	03-Aug-15	
11	30-Jul-15			Clarification	Closed	31-Jul-15	03-Aug-15	

Date : 1/3



The image shows the 'Data Validation' dialog box in Microsoft Excel, specifically the 'Settings' tab. The dialog box is titled 'Data Validation' and has three tabs: 'Settings', 'Input Message', and 'Error Alert'. The 'Settings' tab is selected. Under the 'Validation criteria' section, the 'Allow:' dropdown is set to 'Date', which is highlighted by a red rectangle and a red circle with the number '1'. The 'Ignore blank' checkbox is checked. The 'Data:' dropdown is set to 'between'. The 'Start date:' is set to '30/07/2015' and the 'End date:' is set to '31/12/2015', both dates highlighted by a red circle with the number '2'. At the bottom, there is an unchecked checkbox labeled 'Apply these changes to all other cells with the same settings'. The dialog box has 'Clear All', 'OK', and 'Cancel' buttons at the bottom.

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

1 Date ☒ Ignore blank

Data:

between

Start date:

30/07/2015

2 End date:

31/12/2015

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

Date : 2/3

Data Validation

Settings Input Message Error Alert

☒ Show input message when cell is selected

When cell is selected, show this input message:

Title:

Please input date

Input message:

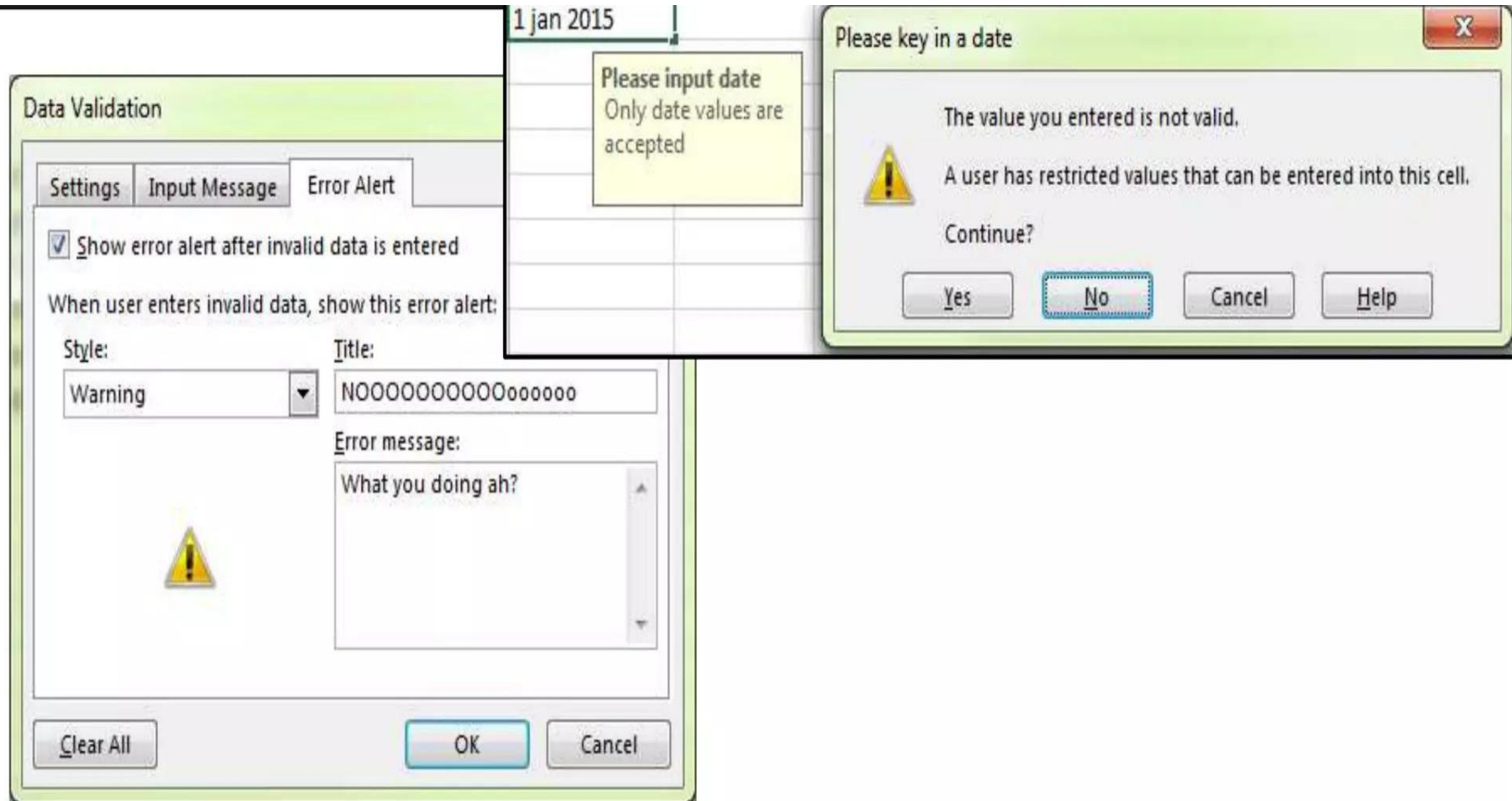
Only date values are accepted

Clear All OK Cancel

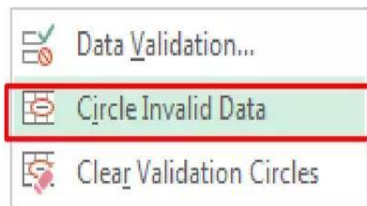
	A	B
1	Reported Date	Reported by
2	12-Aug-15	Anthony
3	11-Aug-15	
4	11-Aug-15	
5	11-Aug-15	
6	11-Aug-15	
7	11-Aug-15	Lien Hong
8	30-Jul-15	Lien Hong
9	30-Jul-15	Lien Hong
10	30-Jul-15	Lien Hong
11	30-Jul-15	Lien Hong

Please input date
Only date values are
accepted

Date : 3.1



Date : 3.2



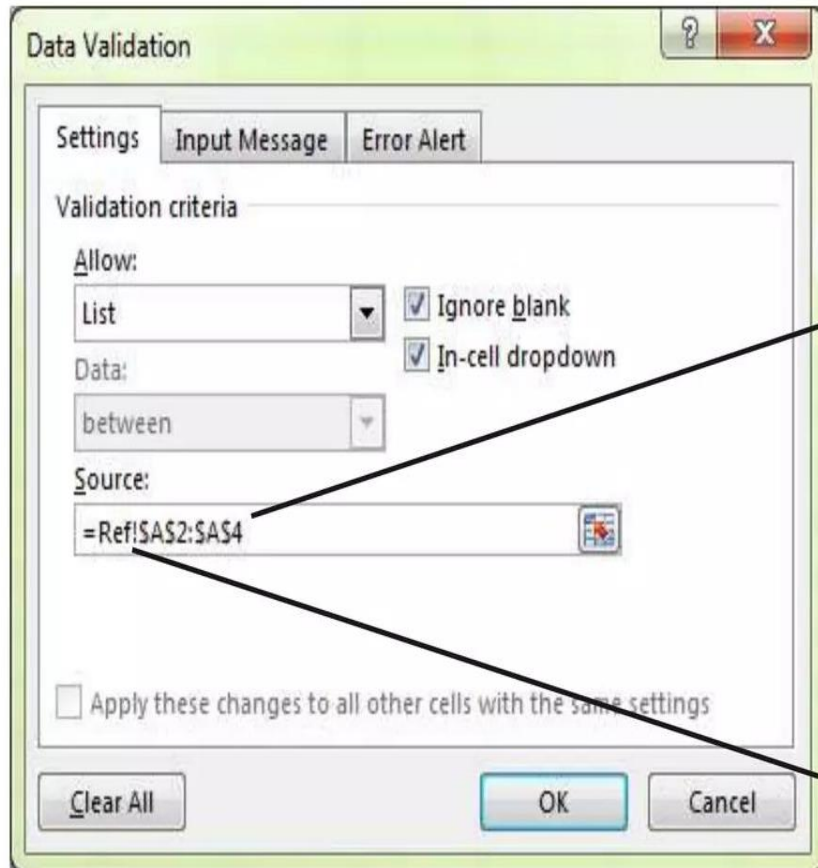
	A	B
1	Reported Date	Reported by
2	12	
3	11	
4	11	
5	11	
6	11-Aug-15	Lien Hong
7	11-Aug-15	Lien Hong
8	30-Jul-15	Lien Hong
9	30-Jul-15	Lien Hong
10	30-Jul-15	Lien Hong
11	30-Jul-15	Lien Hong
12	01-Jan-15	

Please input date
Only date values are
accepted

Drop Down List – 1/3

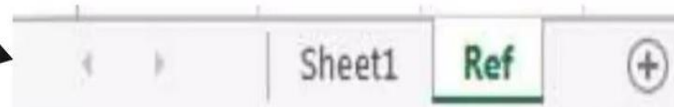
D	E
Type of defect	Status
Clarification	Open
Bug	Closed
Logic Error	Closed
Clarification	Closed
Bug	Closed
Bug	Closed
Bug	Closed
Clarification	Closed
Clarification	Closed
Clarification	Closed
Clarification	Closed

Drop Down List – 2/3



	A	B	C	D
1	Type	Status		
2	Bug	Open		
3	Logic Error	Resolved		
4	Clarification	Pending Testing		
5		Closed		

Good Practise to have a reference tab to list drop downs for easier maintenance



Drop Down List – 3/3

