Case 1.1 – How to Apply Data Validation in Excel Cells

We have a dataset where we'll apply Data Validation in the column named "**Date of Birth**" to store dates only.

- Select the range **F6:F19**.
- Click on the **Data** tab and select **Data Validation.**

- Select **Date** in the **Allow** box.
- Select "**greater than**" in the Data box.
- Set 1/1/1900 (mm/dd/yyyy) as the **Start date**.
- Click on **OK**.

- The cells in the column will accept dates as inputs in the mm/dd/yyyy format. Otherwise, Excel will show an error message saying "This value doesn't match the data validation restrictions defined for this cell."

- If you enter proper data, it will allow it.

Case 1.2 – How to Apply Multiple Data Validation Rules in One Cell

We have a dataset where we will take input and validate it in cell **E6** based on Criteria 1 (Price greater than 50) and Criteria 2 (Product only from the list).

- Select cell **E6**.
- Click on the **Data** tab and go to **Data Validation.**

- Select **Custom** for **Allow.**
- Use the following formula in the **Formula** box:

```
=OR(E6>$B$6, COUNTIF($B$9:$B$12,E6)=1)
```

- Click on **OK.**

- This will enable the Data Validation in cell **E6**. When you enter 40 in it, it will instantly show an error message, because it does not satisfy any of the criteria.

- When you enter 70 (which is greater than 50), it will accept this value as valid data since it satisfies Criteria 1.

- When you enter Coconut in cell **E6**, it will also accept it because it satisfies Criteria 2.

Case 1.3 – How to Apply Data Validation Based on Another Cell in Excel

Suppose we have data in cells **F6:F11**. We will use it to validate the values in the column named "Designation".

- Select the range **F5:F11**.
- Press **Ctrl + T.**
- Check the **My table has headers** option.
- Click on **OK.**

- Select the created table.
- Click on **Table Design.**
- Set the **Table name** as "Info".

- Select the range **D6:D16**.
- Insert **Data Validation**.

- Select **List** for **Allow.**
- Use the formula listed below in the Source box:

```
=INDIRECT("Info [Designation]")
```

- Click on **OK.**

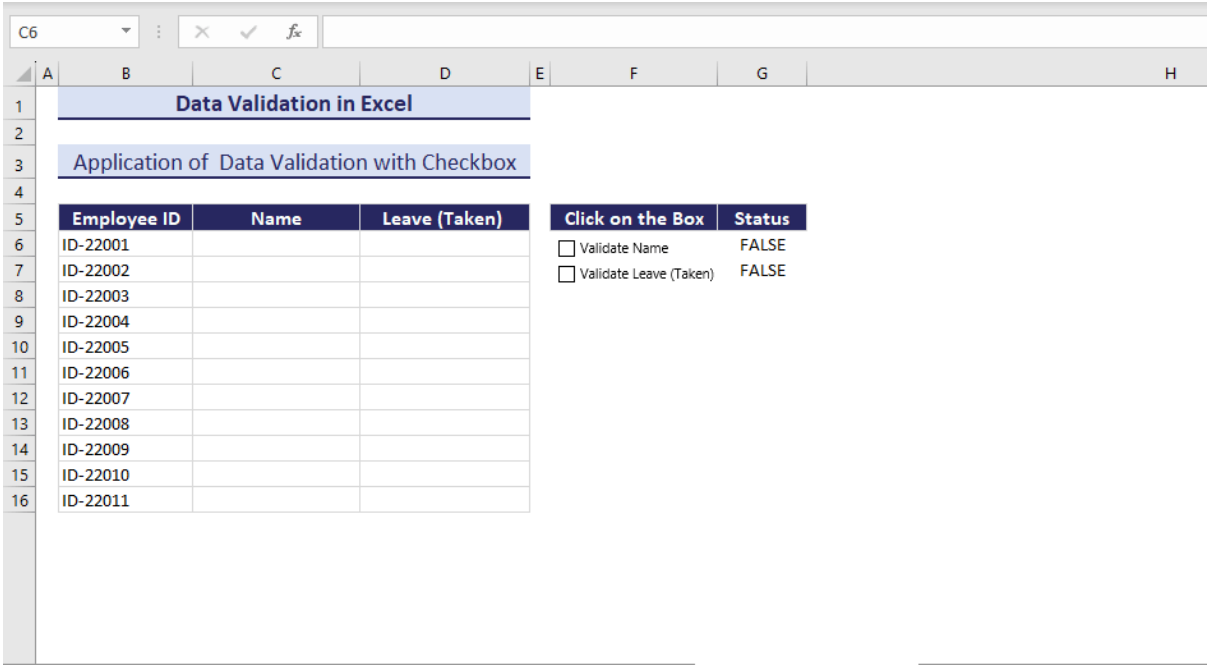
- This will create a drop-down list based on the table. Now in the column "Designation", use the list to input the data.

- You can choose values as you want.

Case 1.4 – How to Apply Data Validation with a Checkbox in Excel

If you use a check box, you have to click on the check box to activate the data validation for the entry.

Consider the dataset where we will apply Data Validation in the two columns named “Name” and “Leave (Taken)” using the check box.



- Go to **Developer, Insert, and Check Box.**

- Select the check box.
- Right-click and select **Edit Text.**

- Rename it as “Validate Name”.

- Repeat to add another check box and rename it as “Validate leave (Taken)”.

- Select the first check box.
- Right-click and select **Format Control**.

- Click on the **Control** tab in the **Format Object** dialogue box.
- Select cell **$G$6** in the **Cell link**.
- Click on **OK**.

- Based on the check box, it will return **TRUE** or **FALSE** in the adjacent cell **G6.**
- Link **G7** with the other check box named “Validate Leave (Taken)”.

- Select the range **C6:C16**.
- Insert **Data Validation**.

- Select **Custom** in the Allow box.
- Copy this formula in the **Formula box:**

```
=IF($G$6, ISTEXT(C5:C16),FALSE)
```

- Click on **OK**.

- The Data Validation is activated. If you try to enter “Marylin Pittaman” in the “Name” column, it will return an error message box as we have not checked the “Validate Name” check box.

- When you check the “Validate Name” check box, it will take ‘Marylin Pittaman” as input. That’s how the check

box validates the data entered in the cells of the “Name” column.

- Select the range **D6:D16**.
- Insert a new **Data Validation**.
- Select Custom in the **Allow** box.
- Copz the following formula in the **Formula** box.

```
=IF($G$7, ISNUMBER(D6:D16),FALSE)
```

- Click on **OK**.

- When you uncheck the second check box, you cannot enter any number into the column “Leave (Taken)”.

- If you check the “Validate Leave (Taken)” check box, it will allow you to enter any number into the cells.

- By checking both checkboxes, you can enter the data in the columns. The result will be as the image below.

Guide 2 – How to Create a Drop-Down List with Data Validation in Excel

Suppose we want to make a drop-down list from existing data in the sheet.

- Select the range **D6:D16**.
- Insert **Data Validation**.

- Select **List** in the **Allow** box.
- Click on the **Source** icon.

- Select the range **F6:F11**. These items will be added to the drop-down list.

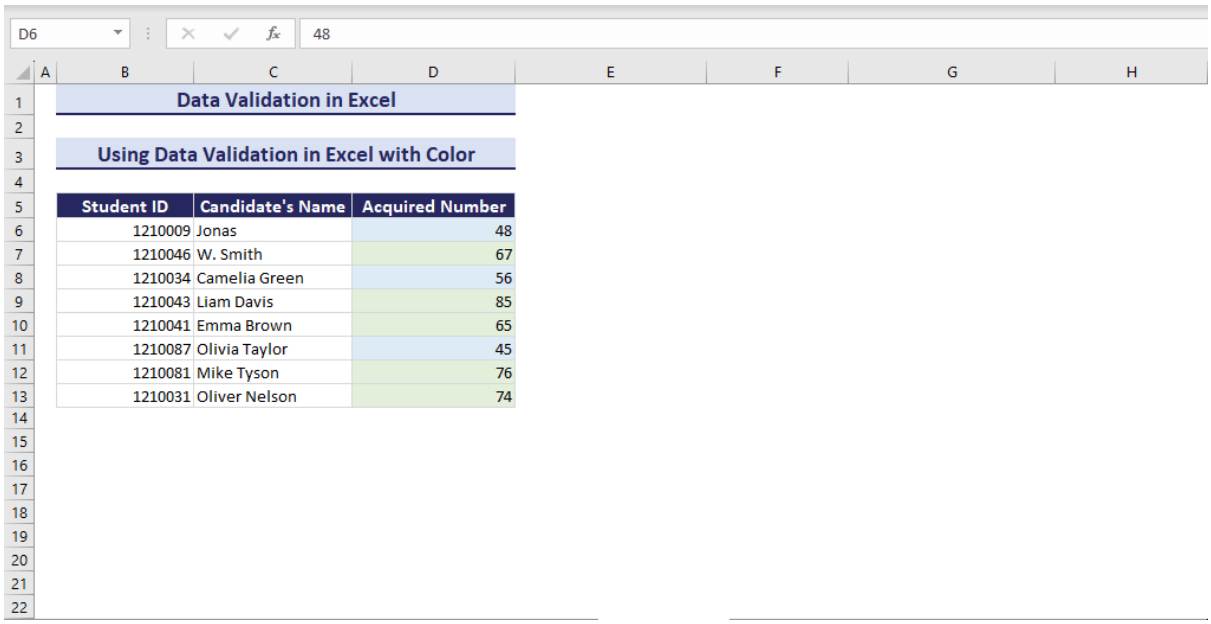
- Click on **OK**.

- Click on any cell.
- Select the drop-down icon on the right.
- A drop-down list will appear, and you can select your desired items.

- We have used the drop-down list to fill up the column as shown in the image below.

Guide 3 – How to Use Data Validation in Excel with Color

Suppose we have a dataset. In the "Acquired Number" column, we will allow only the whole number (that is greater than 40) as input and highlight those values based on the condition using the **Conditional Formatting.**



- Select the range **D6:D16**.
- Insert **Data Validation.**
- Select **Whole number** in the **Allow** box.
- Select **between** in the Data box.
- Set **40** as Minimum and **100** as Maximum.
- Click on **OK**.

- This will enable Data Validation for this range. You can enter a number between 40 and 100. If you enter any

number less than 40 (i.e.,34), it will return you an error message box.

- Select the range **D6:D16.**
- Click on **Conditional Formatting** and select **New Rule.**

- Click on "**Format only cells that contain**".
- Select **between.**
- Type the numbers 40 and 59 in the boxes under the "**Format only cells within**" option.
- Click on **Format** to add color.

- Click on **Fill** in the **Format Cells** dialogue box.
- Select the color you want.
- Click on **OK**.

- Click on **OK**.

- In the column, it will highlight the numbers less than 60 with the selected color.

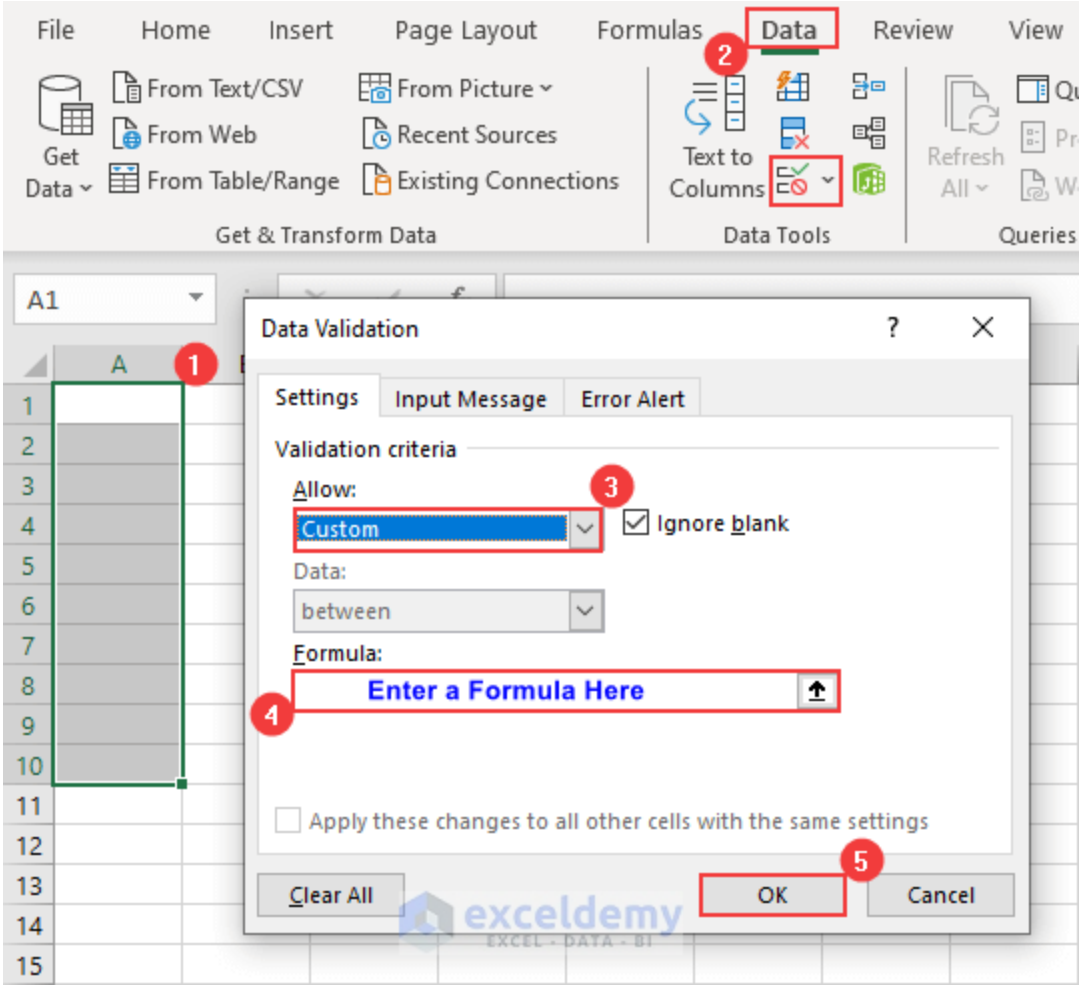
- Repeat for the range between 60 and 100 with a New Conditional Formatting Rule.

- Choose a different fill color.

- This will highlight the numbers greater than 60 with the selected color as shown in the image below.

Guide 4 – Application of Custom Data Validation in Excel

We have set our rules/formula for the data from the Custom rules in the Data Validation dialogue box as shown in the image.



Case 4.1 – How to Allow Entries of Alphanumeric Characters Only with Data Validation

Alphanumeric characters are a combination of alphabetical (letters) and numerical (numbers) characters. We have a dataset below and will add Alphanumeric Characters in the "Model" column.

- Select the range **D6:D16.**
- Go to **Data Validation**.
- Select **Custom** in the **Allow** box.
- Use the following formula:

```
=ISNUMBER(SUMPRODUCT(SEARCH(MID(B5,
ROW(INDIRECT("1:"&LEN(D6))),1),"0123456789abcdefghijklmnopqrstuvwxyzABCD
EFGHIJKLMNOPQRSTUVWXYZ")))
```

- Click on **OK**.

- This will allow only Alphanumeric characters in the range.

- We can only store the Alphanumeric characters in the cells.

Case 4.2 – Allow Numbers Only with Custom Data Validation in Excel

Suppose we have a dataset. We want to allow only numbers in the column “Stock Quantity”.

- Select the range **D6:D14.**
- Insert **Data Validation**.
- Select **Custom** in the **Allow** box.
- Use the following formula in the **Formula** box:

```
=ISNUMBER (D6:D14)
```

- Click on **OK.**

- This will allow only numbers into the cell of the column. Otherwise, it will show an error message.

- We have completed the dataset where the column “Stock Quantity” contains only numbers.

Custom Excel Data Validation Rule Not Working: Reasons & Solutions

- Ensure that the custom formula you entered is correct. Double-check for any syntax errors or typos in the formula.
- If your custom formula refers to other cells, make sure the cell references are accurate and that the referenced cells contain the expected values.
- Verify that you've selected the correct cell range for applying the data validation rule.
- Check if you've set up error alerts correctly in case the validation rule is violated. Sometimes, error alerts may not be visible, or the chosen alert style may not match the situation.
- Ensure that the cell format is appropriate for the validation rule. For example, if your rule checks for a date, the cell should be formatted as a date.
- If you are working with an older Excel version, be aware of compatibility mode issues. Certain features may not work as expected in compatibility mode.
- If the worksheet is protected, check if data validation changes are allowed. Sometimes, protection settings may restrict the application of new rules.
- Check for any conflicts with conditional formatting rules. Conflicting rules might override each other.

Guide 5 – How to Edit Data Validation in Excel

We have a dataset, with an existing drop-down list using Data Validation. We will edit it and add a new item “Representative” to the drop-down list.

- Select any cell in the column “Designation”.
- Add “, Representative” in the Source box (including the comma).
- Check “**Apply these changes to other cells with the same setting**” to apply to the other cells.
- Click on **OK**.

- This will add the new item “Representative” to the list.

- You can use this list to complete data entry into the cell.

Guide 6 – How to Copy Data Validation to Other Excel Cells

We have a dataset where the column “Stock Quantity” contains Data Validation with the rule of whole numbers only. We will copy this Data Validation to the column named “Sold Quantity”.

- Select any cell in “Stock Quantity”.
- Press **Ctrl + C**.
- Select all the cells in the column “Sold Quantity”.
- Right-click, then click on **Paste Special** from the menu.

- Click on **Validation** under **Paste** and choose **OK**.

- If you enter the number in the cell of “Sold Quantity”, it will allow it. But if you enter any text, an error message box will pop up.

- You can enter the numbers in the cells of the column.

How to Find Cells Containing Data Validation Rules

We have a dataset that contains Data Validation, but we don't know in which column.

- Click on **Home** and go to **Find & Select**.
- Choose **Data Validation** from the list.

- This will select the column or cells that contain Data Validation. (**i.e., D6:D16**).

How to Remove Data Validation in Excel

We have a dataset below that contains Data Validation in the “Designation” column. Let’s remove it.

- Select the range **D6:D16** in the column.
- Click on **Data** and go to **Data Validation**.
- Click on “**Clear All**” in the Data Validation dialogue box.
- Select **OK**.

- This will remove the existing Data Validation in the selected cells.

Useful Tips to Apply Data Validation in Excel

- Use dropdowns for consistent and error-free entries.
- Provide informative messages for user guidance.
- Configure alerts for invalid entries.
- Use named ranges for flexible dropdowns.
- Employ formulas for specific validations.
- Consider protecting sheets to enforce rules.
- Thoroughly test before finalizing rules.