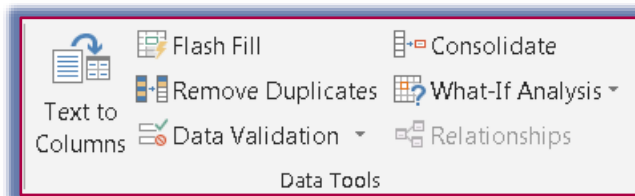


Data Validation

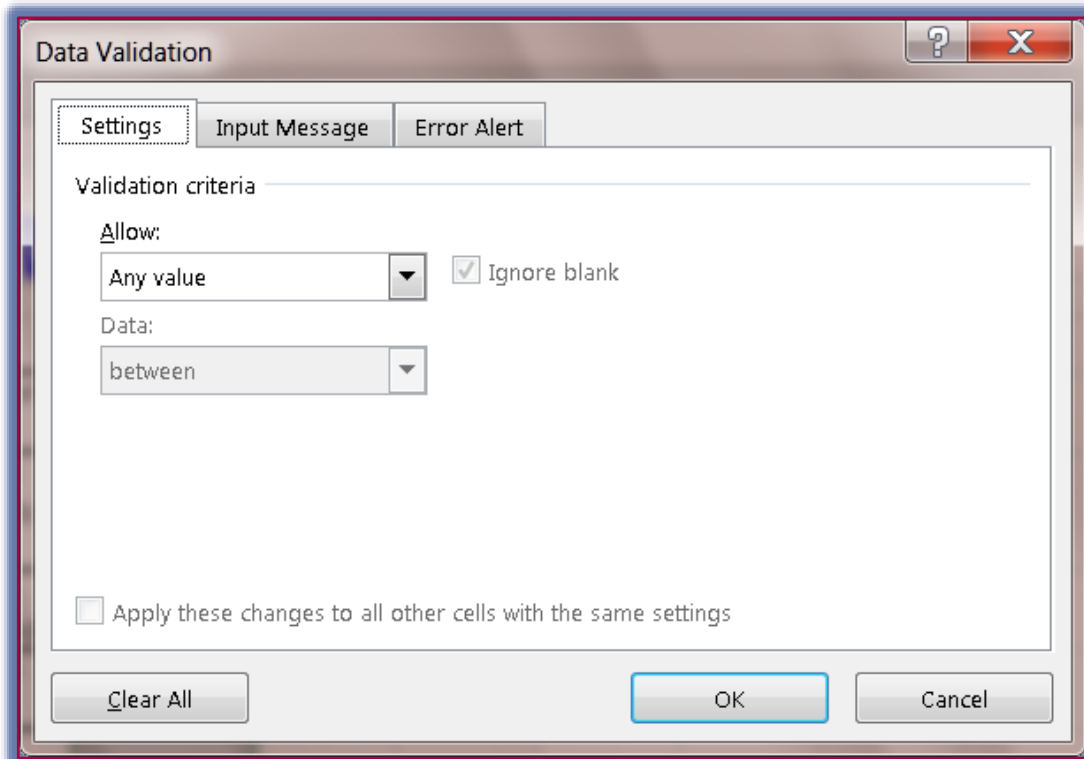
A part of creating efficient and easy-to-use worksheets is to do what you can to ensure that the data entered into the worksheet is as accurate as possible. While it isn't possible to catch every typographical or transcription error, a validation rule can be set up to make sure data entered into a cell meet certain standards. The Data Validation dialog box is used to define the type of data that Excel should allow in the cell and to set the conditions the data must meet.

Set Cell Validation

- ✦ Open the workbook **New Baskets** from the area where the Excel documents were stored when they were downloaded from the **Excel Training Web** page.
- ✦ Click the tab for the **New Products** worksheet.
- ✦ Select the cells **C7** through **C11**.
- ✦ Click the **Data Tab**.
- ✦ In the **Data Tools Group**, click the **Data Validation** button (see illustration below).



- ✦ The **Data Validation** dialog box will appear (see illustration below).

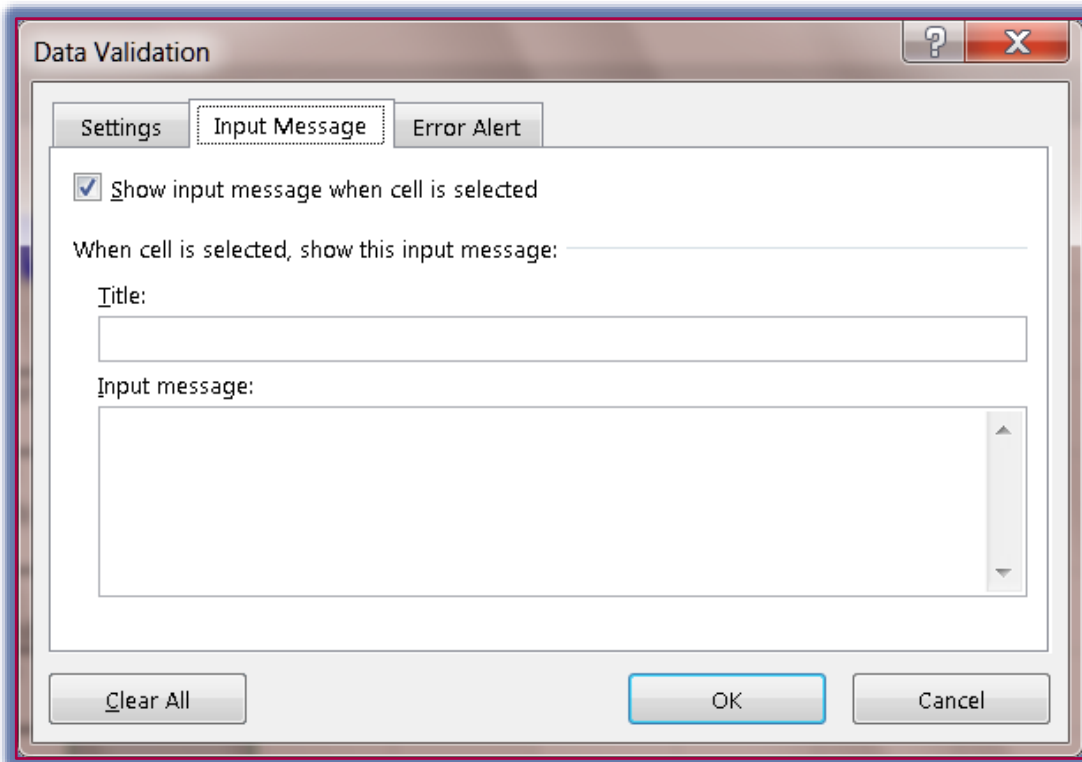


- ✦ Click the **Settings** tab, if necessary.
- ✦ Click the **Allow** drop-down arrow and choose **Decimal**.
 - ★ To set **Data Validation** for a formula, choose **Custom** from the list.
 - ★ Type the specific formula in the box provided.
- ✦ Click the **Data** arrow and select the comparison operator, **Between**.

- ✦ In the **Minimum** box, input **30.00**.
- ✦ In the **Maximum** box, input **150.00**.
 - ★ Place a check mark in the **Ignore Blank** check box to permit restricted cells or cells that are referenced in the restriction to be blank.
 - ★ Clear the check box for **Ignore Blank** to treat blank cells as zeros.
 - ★ To clear all validation settings, click the **Clear All** button.
- ✦ Leave all the rest of the options as defaults.

Set a Data Validation Input Message

- ✦ Click the **Input Message** tab in the **Data Validation** dialog box (see illustration below).



- ✦ Click in the **Title** box and input **Acceptable Range**.
- ✦ Click the **Input Message** box and input a message that states the range of numbers that is acceptable for the cell.
- ✦ To disable the input message, click the **Show input message when cell is selected** check box.

Set a Data Validation Error Alert

- ✦ Click the **Error Alert** tab in the **Data Validation** dialog box (see illustration on next page).
- ✦ Click the **Style** drop-down arrow and select one of the options below:
 - ★ **Stop** – Prevents the data from being input when an incorrect value is input.
 - ★ **Warning** – Provides a warning when an incorrect value is input. This option does not stop the value from being input.
 - ★ **Information** – Displays an information message that does not prevent the entry of invalid data.
- ✦ For this lesson, leave the default **Stop** as the **Style**.
- ✦ Click in the **Title** box and then input **Improper Value**.
- ✦ Click the **Error Message** box, and input an appropriate message.

- ✦ To disable an error message, deselect the **Show error alert after invalid data is entered** check box.
- ✦ Click **OK** to exit the dialog box.
- ✦ Check to see if the **Data Validation** works by inputting an improper value into one of the cells in **Column C**.