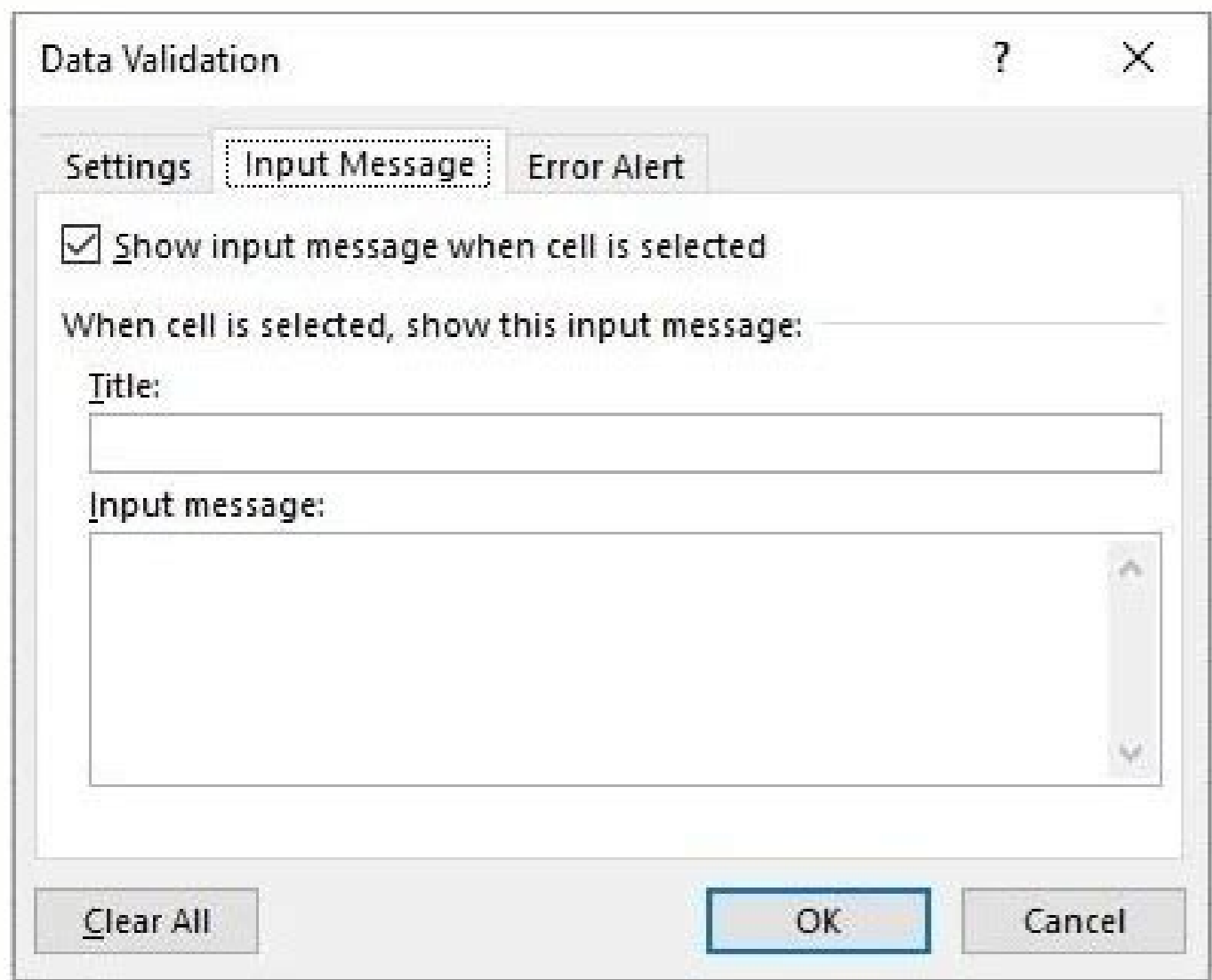
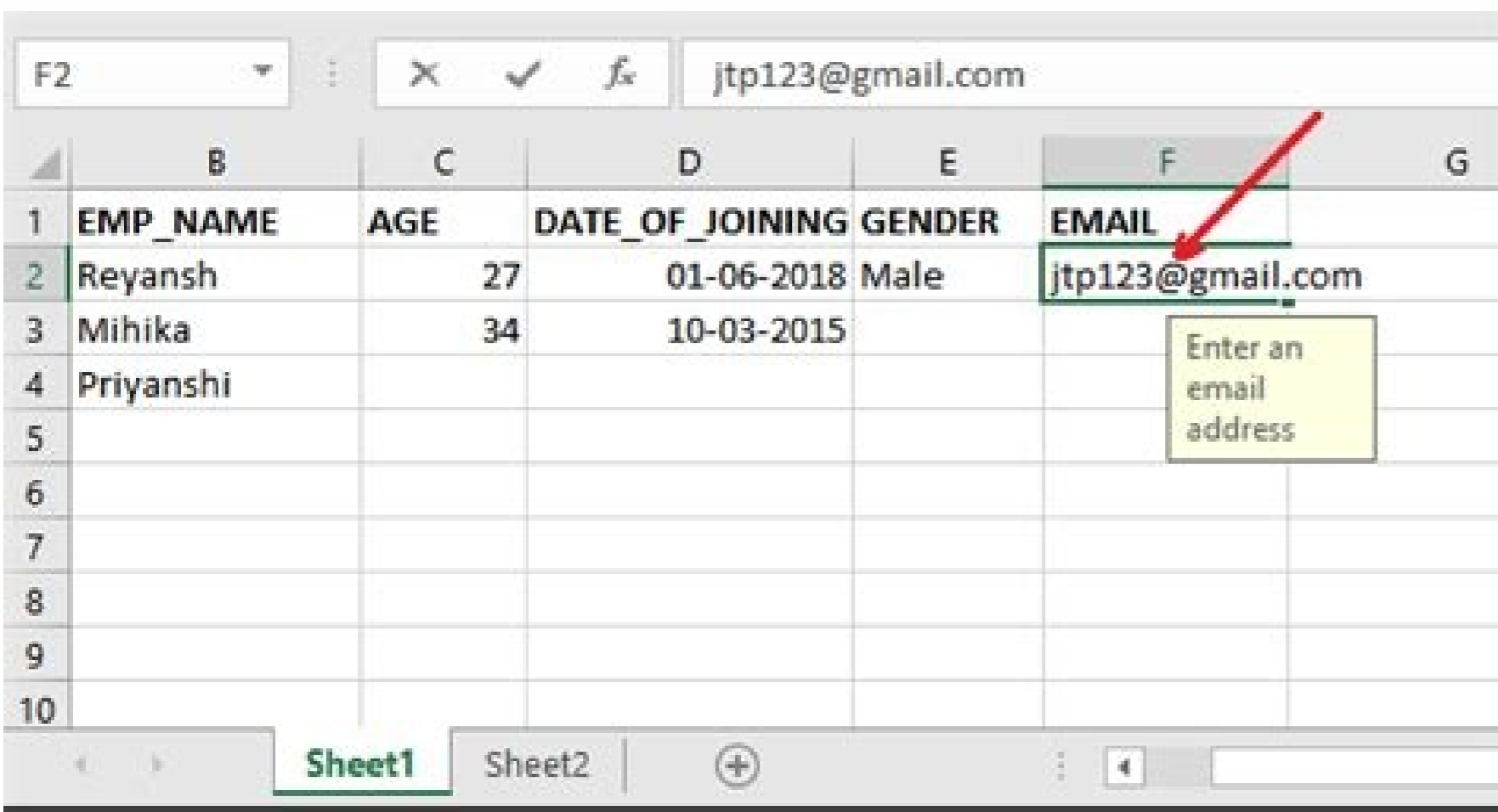
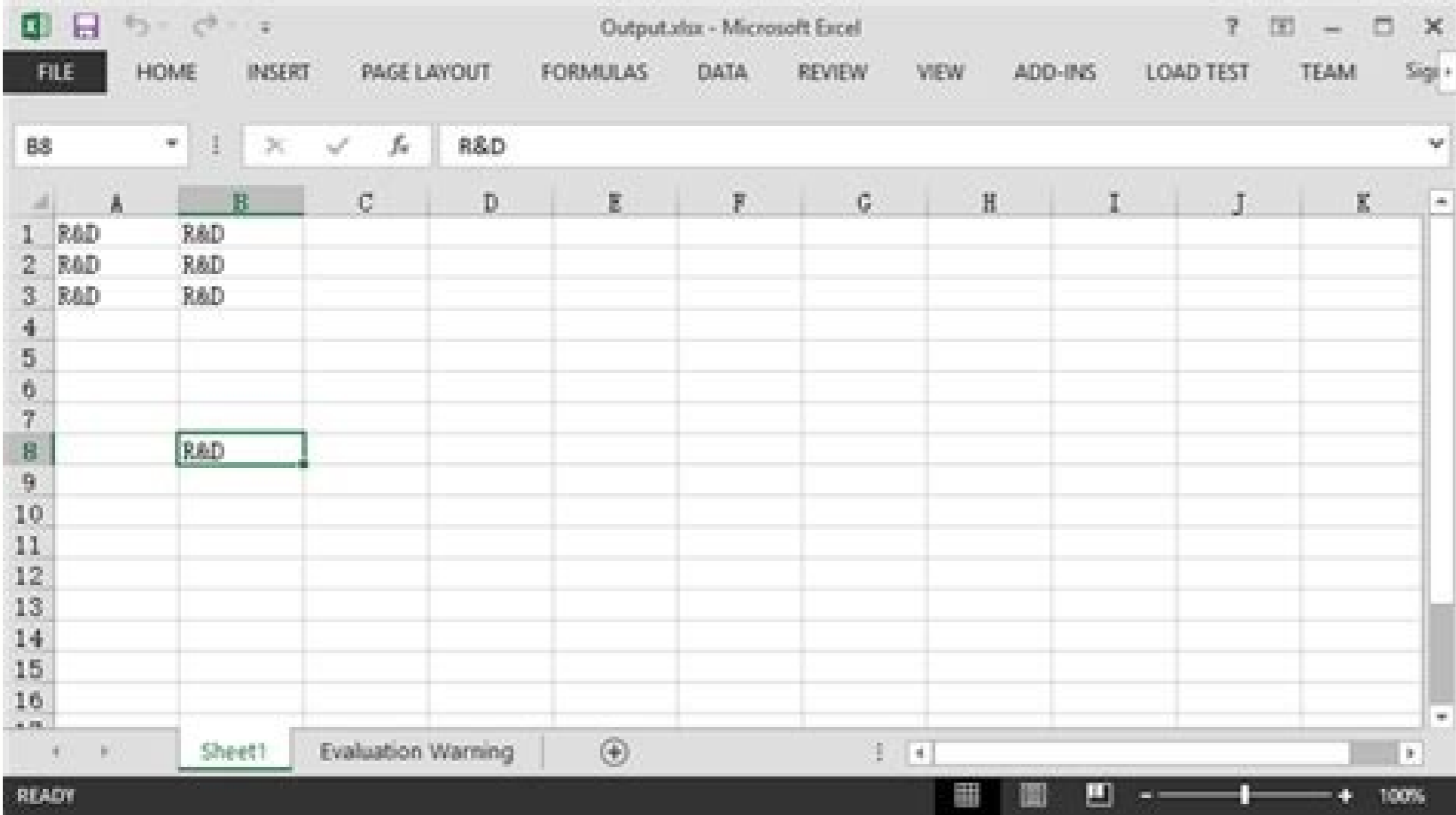
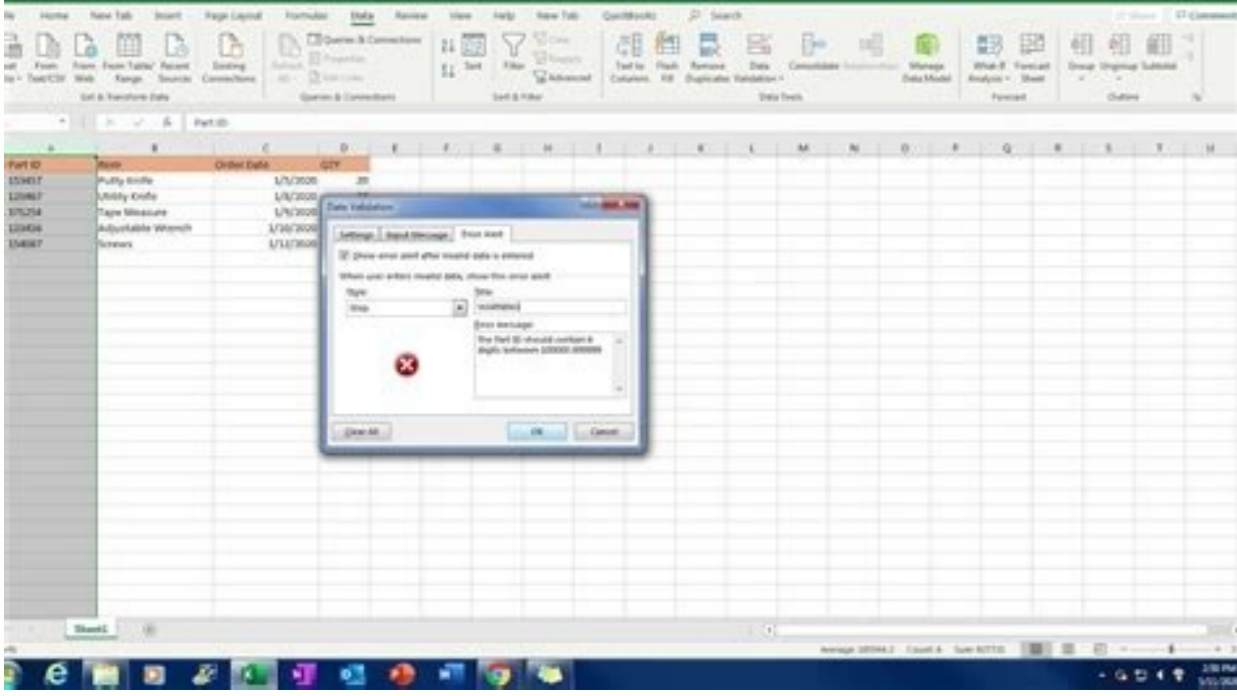


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How-to-use-data-validation-in-microsoft-excel-to-create-drop down-list. How to create drop down list in excel data validation. How to create drop down list in excel using data validation. Excel data validation show full list. How to create a data validation in excel.

Data validation is a program in Excel used to control what users can type into a cell. It allows you to dictate certain rules. Also, users can display a custom message when users try to enter invalid data. Data validation in Excel is a technique that limits user input to a worksheet. It is commonly used to restrict user access. You enter the check criteria on the Settings tab. There are eight options for validating user input: Any value - Removes any existing data validation. Integer - Only integers are allowed. For example, you can require the user to enter a number between 0 and 30. Decimal - The user must enter a number with decimal places. List - The user must create a drop-down list to select from. Date - The user will be prompted to enter a date format. Time - The user must enter a time. Text Length - Validates the input based on the data length. Custom - Validates user input using a custom formula. You can set an input message that explains what data is allowed in a specific cell. This tab is optional. Check "Show input message when cell is selected". Enter a name. Enter an input message. You can display an error message when the user tries to enter invalid data. On the Error Messages tab: Check the "Show error message when invalid data is entered" check box. Enter a name. Enter the error message. Attempting to enter a value outside the range results in an error message. Now that we've covered the basics, let's walk through the implementation of data validation in Excel step-by-step. Select the cell you want to confirm. Go to the Data > Data Tools tab and click the Data Validation button. A data validation dialog will appear with 3 tabs - Settings, Input Message and Error Messages. Step 2. Enter Authentication Criteria Enter the authentication criteria on the Settings tab. Step 3 Under Allow, select criteria and under Allow, select an option.Integer, Decimal, List, Date, Time, Text Length, and Custom. Step 4 - Select a condition Under Dates, select a condition and set the required values based on your Allow and Date selections. Step 5 - Enter a message Optionally, you can enter a message. This step is optional. Step 6 - Custom Error Message You can also set your own custom error message. This step is optional. Step 7. Click OK Click OK. Now if you try to enter a value outside the specified range (10, 50), you will get an error message. To add a drop-down list, do the following: Open the Data Validation dialog box. On the Settings tab, select a list. In the Source field, enter a comma-separated validation list. You will get the following result. You can set date validation in Excel. In the Allow field, select a date and appropriate criteria. To set up date validation, do the following: Select the cells you want to apply date validation to. Select a date from the Allowed drop-down menu. From the Data drop-down menu, select one of the options. Click the Start Date field and select cell O10 where the start date will be entered. Press F4 to change the cell reference to an absolute reference of \$I10. Click the End Date field and select cell O11 where the end date will be entered. Press F4 to change the cell reference to the absolute reference \$I11. Click OK to close the data validation window. The above date validation only accepts dates between November 9, 2020 and November 18, 2020. Start your career story with PGP in Business Analytics. Take the opportunity to learn about Excel, Tableau and Python tools. Start learning now! Data validation in Excel provides a way to reduce user error and get valid data from the user. This leads to consistent data entry and systematic reporting. Advance your analyst career with powerful new Microsoft Excel skills by taking the Business Analytics with Excel certification course, thePower BI training. You can even enroll in a business analytics graduate school to gain extensive business knowledge in real projects. The Business Analytics course is a comprehensive program that will give you a very deep understanding of the fundamental concepts of data analysis and statistics and how to help you make data-driven decisions. Business Intelligence training will introduce you to Power BI, one of the most popular business intelligence tools today, and enable you to learn key statistical concepts, gain an overview of available datasets, and help you present results with executive-level dashboards. If you have any questions, please contact us by posting them in the comments section of this article (below). Our specialized experts will answer them quickly. Excel Data Validation (Table of Contents) Excel Data Validation Data validation is an MS Excel feature used to control what a user can enter into a cell in an Excel worksheet. For example, limit the number of items in the sheet, such as a range of dates or only integers. We can even create drop-down lists, which saves space and displays values in a single cell. We can also create a custom message to display when the user enters an invalid value or format. For example, a user can schedule an appointment from 9:00 a.m. to 6:00 p.m. Because we can use data validation in Excel to make sure a value is a positive number, a date between 15 and 30, make sure a date is within the next 30 days, or make sure a text entry is less than 25 characters, etc. Search in MS Excel Click the Data tab on the menu bar. Select "Data Validation" from the "Data" tab toolbar: how to create a data validation rule in Excel? Let's use some examples to understand how data validation works in Excel. Example 1: We can prevent the user from entering an integer between 0 and 10. To create a data validation rule inStep 1: Select cell B2. Step 2. Go to the Data tab and click Data Validation from Data on the toolbar. Step 3. A data validation pop-up window will open. 3.1. step: On the Settings tab, under Validation Criteria, click the Enable drop-down list. 3.2. action. Select Integer then some other required options will be enabled. 3.3. step: Select dates from the drop-down list and enter the minimum and maximum number of the limit. And click OK. 3.4. action: All settings will be applied to the selected cell. Now enter 1 in cell B2. This allows the user to enter any whole number between 0 and 10. Now enter 11 in cell B2. This causes an error by default. Example 2 - Setting the input message and error message We can prevent the user from entering delimited text. Step 1: On the worksheet in Example 2, select cell B5. Step 2: On the Data menu bar, click the Data Validation tool and select Text Length from the Enable drop-down list. Step 3. Select immediately from the data drop-down list. Step 4: Enter the desired password length (11 as an example). Step 5. Click the Input Message tab and type the message that will be displayed when you select the cell. Step 6: Click on the Error Alert tab, enter a name and the error message that will be displayed when the user enters an invalid password. Step 7: Then click the OK button, the settings will be applied to the selected cell. The Select Cell section displays an input message. Enter a text of length 11. He has been selected successfully. Now enter an invalid password. Throws the error message described. Example 3 "Email Address Custom Verification Option Step 1: Select cell C2, go to the Data tab, and click Verification Data on the toolbar. Step 2. Select Custom from the Allow drop-down list. Step 3. Write a formula to select only the value if it has @@. Step 4. Click the Input Message tab and type the message that will be displayed when you select the cell. Step 5. Click the Error Alert tab and enter a nameerror message displayed when the user entered an email id with an invalid length. Step 6. Then click the OK button, the setting will be applied to the selected cell. When you select a cell, an input message is displayed. Please enter a valid email id, it will be selected successfully. Now enter an invalid email id and you will get the error message described. Price criteria settings for Excel data validation Any value To specify any data type. Integer Enter only integers. Decimals Enter only decimals. List Select dates from the drop-down list. Date Accept date only. Time Enter time only. Text length Fixed text length. Custom Enter a custom formula. Conditions in the data list in the evaluation criteria settings Between, not between, equal to, not equal to, greater than, less than, greater than or equal to, less than or equal to. More Excel Data Validation Condition Settings If the user wants to ignore the blank field, there is a check box called Ignore. If the user selects one of them, he must select the minimum and maximum value of the cells. If you want to apply this change to all other cells with the same setting, you must check the box that will be applied to the rest of the worksheet cells. When to use data validation in Excel? Best used when a user wants to share a spreadsheet with another user and wants accurate and consistent input. Limit entries to predefined list items. Limit numbers outside the specified range. Limit meetings outside of certain time periods. Limit the time outside the specified time period. Limit the number of text characters. Validate data available in other worksheets or workbooks. Choose to display an input message when the user clicks on a cell as a prompt. The error message can be customized by the user; it can be anything defined by the user. Things to consider when validating data in ExcelIf a user wants to create a workbook data validation rule for Excel Web Apps or Excel Services, they must first create a desktop Excel data validation rule. When a user sends a book to another user, the user must first ensure that the book is unlocked; Second, otherwise the user will never have access to the workbook cells to enter a value. Always remember that a formula like #LINK is error free! or #DIV/0! Anyone who knows how to create a data validation rule on a file-d-in MS Excel cell will not find it. How do I remove an Excel data validation rule? A user can remove Excel data validation from a cell by selecting the cell, clicking Data Validation, and then clicking Clear All. A user can change or delete an Excel data validation rule only if the inherited sheet is not protected. If the book is password protected, contact the book owner. Only he can help remove the protection from the book. Because there is no way to recover or lose password in MS Excel. Featured Articles This is a guide to data validation in Excel. Here we discuss how to create data validation in Excel along with Excel examples and Excel templates for download. You can also check out these useful functions in Excel - 57454.95462.69455 57454.95462.69455

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