

Data Validation

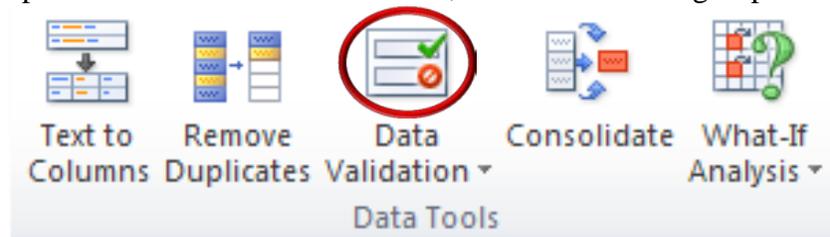
Data validation is an Excel feature that you can use to define restrictions on what data can or should be entered in a cell. You can configure data validation to:

- a) Prevent users from entering data that is not valid.
- b) Allow users to enter invalid data but warn them when they try to type it in the cell.
- c) Define what input you expect for the cell, and instructions to help users correct any errors.

For example, in a budget amendment, you can set up a cell to allow only fund codes that are associated with your department. When users select the cell, you can also show them a message instructing or reminding them how to fill in the cell. If users ignore this message and type invalid data in the cell, such as fund 10501 or fund 1000, you can show them an actual error message.

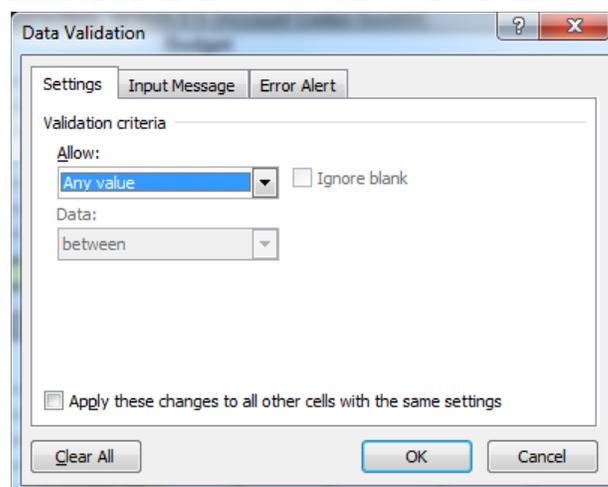
Setting Up Drop Down Menus

Data validation options are located on the Data tab, in the Data Tools group.

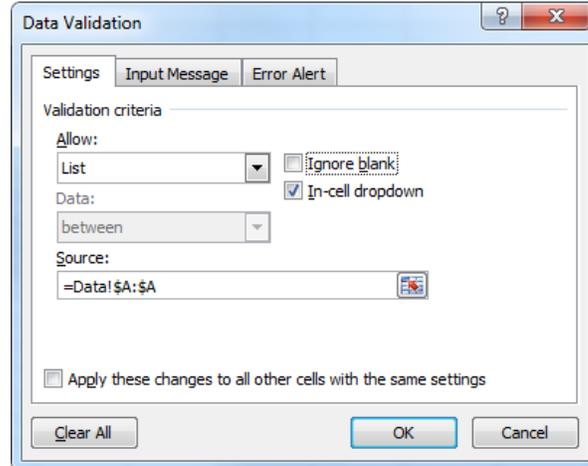


We'll walk you through setting up "Drop Down Menus."

1. Need to determine which data you would like included in the drop down menu.
2. Create a separate tab labeled "Data."
3. Label the column with a data name.
4. List the options that will appear in drop down menu.
5. Select the cell you would like to validate (the cell that will contain the validation you are creating)
6. Select Data Validation on the Data tab. The box contains 3 tabs.



7. On the Settings tab under Allow box select “List.” Once you select the option “List,” the “Ignore blank” and “In-cell dropdown” boxes will show as checked. Click in the Source field box and highlight the location of the data that will appear in the drop down list.



8. Select okay and the drop down option is created. We prefer to unclick the “ignore blank” option to allow us to see where we’ve added validation in a cell.

Settings Tab: Identifies what is valid data in a cell. Other choices in the “Allow” drop down include:

- Whole Numbers or Decimal: A number must be input that either a whole number or a decimal.
- List: List of valid inputs [Our Example].
- Date or Time: Only a date or time.
- Text Length: Only a given length of characters.
- Custom: A formula.

Input Message Tab: Instructions for the cell.

Error Alert: Message for invalid data.