

Excel Data Validation Tip Card



EXCEL DATA VALIDATION

Tips and Tricks from Arno Walsh, MCITP
www.the-excel-expert.com

How do I only allow values between certain amounts?

1. Follow steps 1-4 above.
2. Press **ctrl + F** to open the **Find and Replace** dialog box.
3. In the **Find what** field, type **=A1**.
4. Click **Replace**.
5. In the **Replace with** field, type **=A1**.
6. Click **Replace All**.
7. Click **OK**.

How do I extend the data validation?

1. Select the range of cells you want to extend the validation rule to.
2. Click the **Validation** button in the **Formulas** tab of the ribbon.
3. In the **Validation Criteria** dropdown, select **Custom**.
4. In the **Custom formula** field, type **=A1**.
5. Click **OK**.

How do I stop people changing some entries?

1. Select the range of cells you want to protect.
2. Click the **Protection** button in the **Formulas** tab of the ribbon.
3. In the **Protect sheet** dialog box, check the **Locked** and **Hidden** checkboxes.
4. Click **OK**.

How can I warn people the entry seems wrong, but let them proceed?

1. Select the range of cells you want to protect.
2. Click the **Validation** button in the **Formulas** tab of the ribbon.
3. In the **Validation Criteria** dropdown, select **Custom**.
4. In the **Custom formula** field, type **=A1 < 0**.
5. Click **OK**.

How do I only allow items from a specific list?

1. Follow steps 1-4 above.
2. Press **ctrl + F** to open the **Find and Replace** dialog box.
3. In the **Find what** field, type **=A1**.
4. Click **Replace**.
5. In the **Replace with** field, type **=A1**.
6. Click **Replace All**.
7. Click **OK**.

Method 1 - Create your list - static

1. Open a new Excel sheet and enter the list of items you want to allow.
2. Select the range of cells containing the list.
3. Click the **Validation** button in the **Formulas** tab of the ribbon.
4. In the **Validation Criteria** dropdown, select **Custom**.
5. In the **Custom formula** field, type **=VLOOKUP(A1, \$A\$1:\$A\$10, 1, FALSE)**.
6. Click **OK**.

Method 2 - Creating a dynamic list

1. Open a new Excel sheet and enter the list of items you want to allow.
2. Select the range of cells containing the list.
3. Click the **Validation** button in the **Formulas** tab of the ribbon.
4. In the **Validation Criteria** dropdown, select **Custom**.
5. In the **Custom formula** field, type **=IF(A1 <= \$A\$10, A1, "")**.
6. Click **OK**.

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I just started off reading this article ebook. It is actually writer in basic words and not confusing. I am just very happy to let you know that this is the best ebook i actually have read through inside my individual daily life and can be the finest ebook for possibly.
(Dayne Johns)

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