

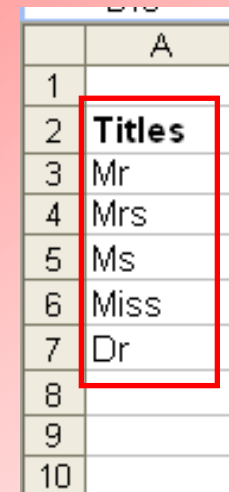
Setting List Data Validation Feature in Excel 2003

Introduction to Data Validation - Lists

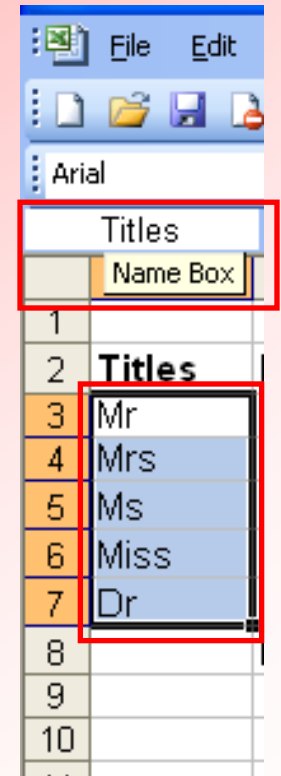
Excel Data Validation tool enables you control the information entered into a worksheet. Setting up a data validation list allows you to provide users with a defined list of choices, enabling you to control what can be entered into a cell.

Step 1

1. Create a list of the data that you want users to choose from.
2. Select the range of cells that make up the list of data created in 1. (*do not include any headings*)
3. Click in the **Name Box** field (above column A) > type a name for your list (*no spaces allowed, cannot start with a number*) > Enter.



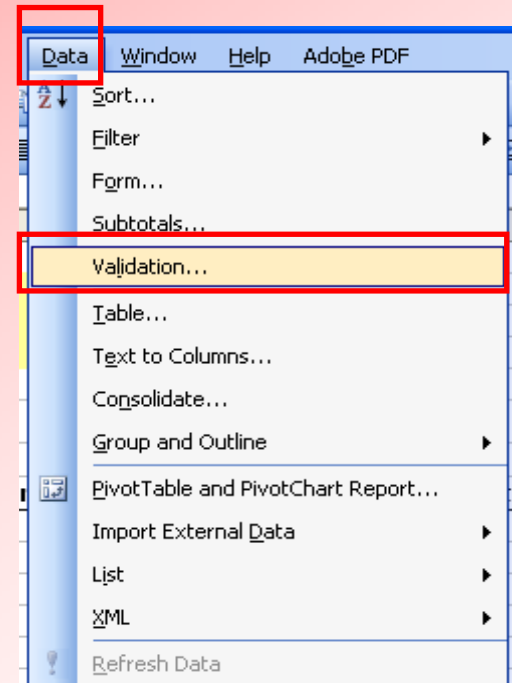
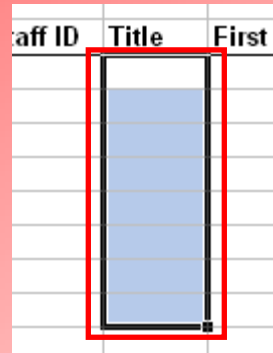
	A
1	
2	Titles
3	Mr
4	Mrs
5	Ms
6	Miss
7	Dr
8	
9	
10	



Note: 2 & 3 is the method for creating a named range. This enables you to set up a list on a separate sheet to your data and reference that list when setting up a data validation list. Go to **Insert > Name > Define** to edit a named range.

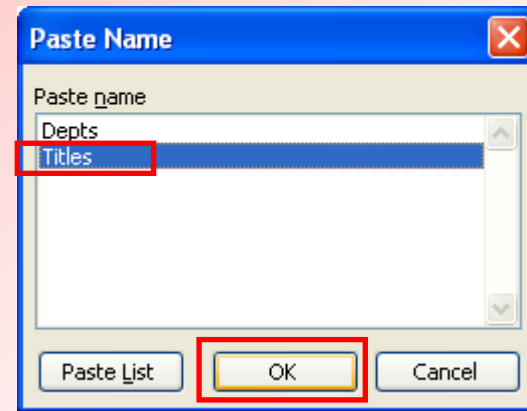
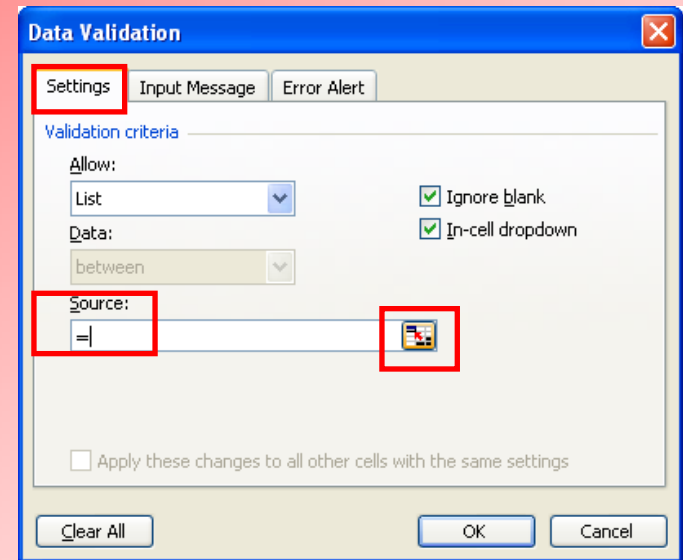
Step 2

4. Select the range of cells that require validation to be set.
5. From the menu bar **Data > Validation.**



Step 3

6. **Settings > Allow: > List > Source:**
7. Type "=" >
 - a. browse to data (*can only do this in the same sheet, Excel does not allow you to browse to another sheet*) > select range or
 - b. press **F3** key > select appropriate range name.
8. **OK.**



Step 4

9. The range of selected cells will now display a dropdown arrow when selected.
10. Click the dropdown > select an option from the displayed list > Enter.

Title	First Name	Last Name
Mr	erry	Callagan
Mr	ica	Barry
Mrs		
Ms		
Miss		
Dr		

Title	First Name	Last Name
Mr	erry	Callagan
Mr	ica	Barry
Mrs		
Ms		
Miss		
Dr		

**We hope you found this
Excel 2003 tutorial useful.
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