

Microsoft Excel Data Validation Techniques

Presented by Tom Chandler

<https://theTechMentors.com>

tom@theTechMentors.com

Goals:

After viewing this presentation, you can:

- Describe the benefits of Data Validation
- Create rules based on simple and complex formulas
- Reject invalid data as it is entered
- Provide input prompts
- Display user-friendly rejection messages
- Mark data that is invalid

What is Data Validation?

Alerting the user to invalid data

How Can Excel Validate My Data?

How Can Excel Validate My Data?

1

Apply Data
Validation
Rules

2

Set up an
Input
message

3

Add an
Error Alert

4

Circle
Invalid Data



It's Show Time

Require a year between
1980 and 2020.

What type of rules can I create?

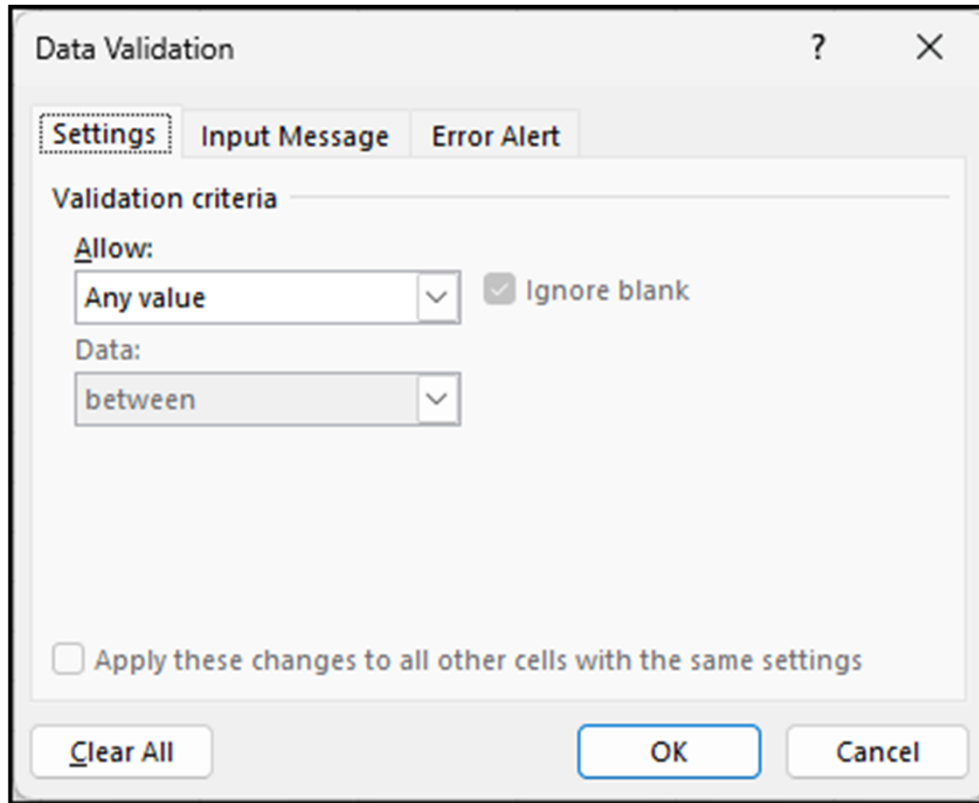
What is data validation?

- Data Validation is a feature of Microsoft Excel.
- Data Validation defines rules that are run when users enter data.
- The rules can prevent invalid data or just provide a warning.

What does Data Validation do for me?

Data Validation saves time and reduces errors by enforcing user-friendly rules as data is entered.

Rule Type: Allow Any Value



The image shows the 'Data Validation' dialog box in Microsoft Excel. The 'Settings' tab is selected. Under 'Validation criteria', the 'Allow:' dropdown is set to 'Any value'. The 'Ignore blank' checkbox is checked. The 'Data:' dropdown is set to 'between'. At the bottom, there is an unchecked checkbox labeled 'Apply these changes to all other cells with the same settings'. The 'Clear All', 'OK', and 'Cancel' buttons are at the bottom of the dialog.

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

Any value

☒ Ignore blank

Data:

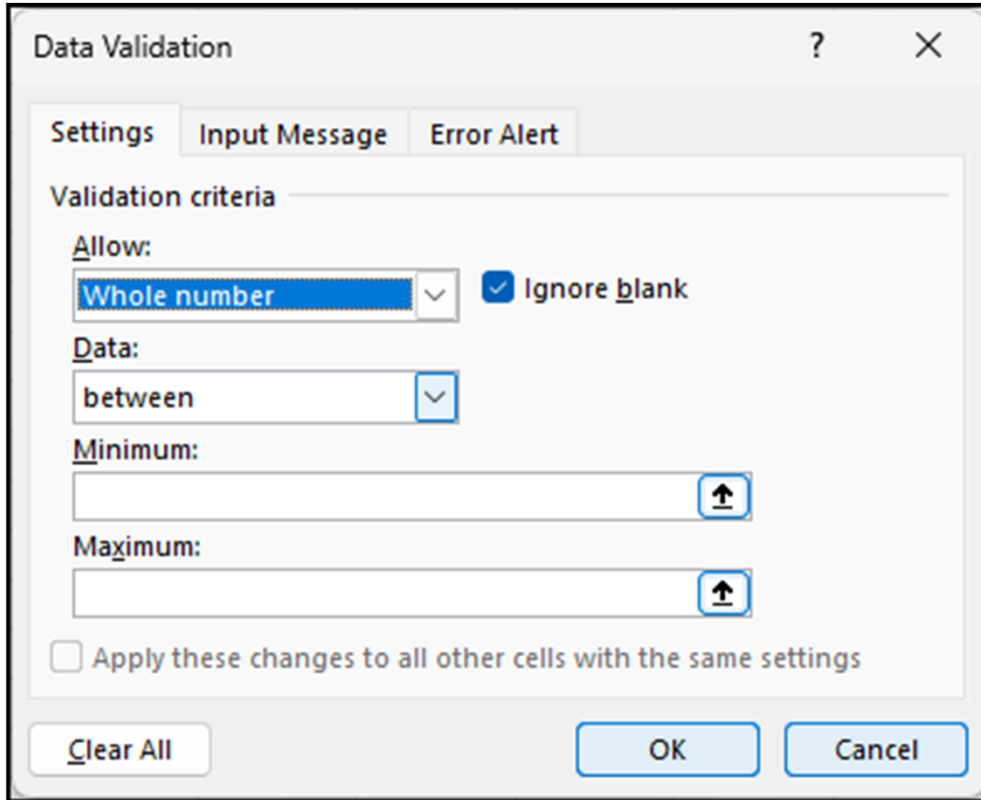
between

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

- Allow:
 - Any value

Rule Type: Allow Whole number



Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

Whole number ☒ Ignore blank

Data:

between

Minimum:

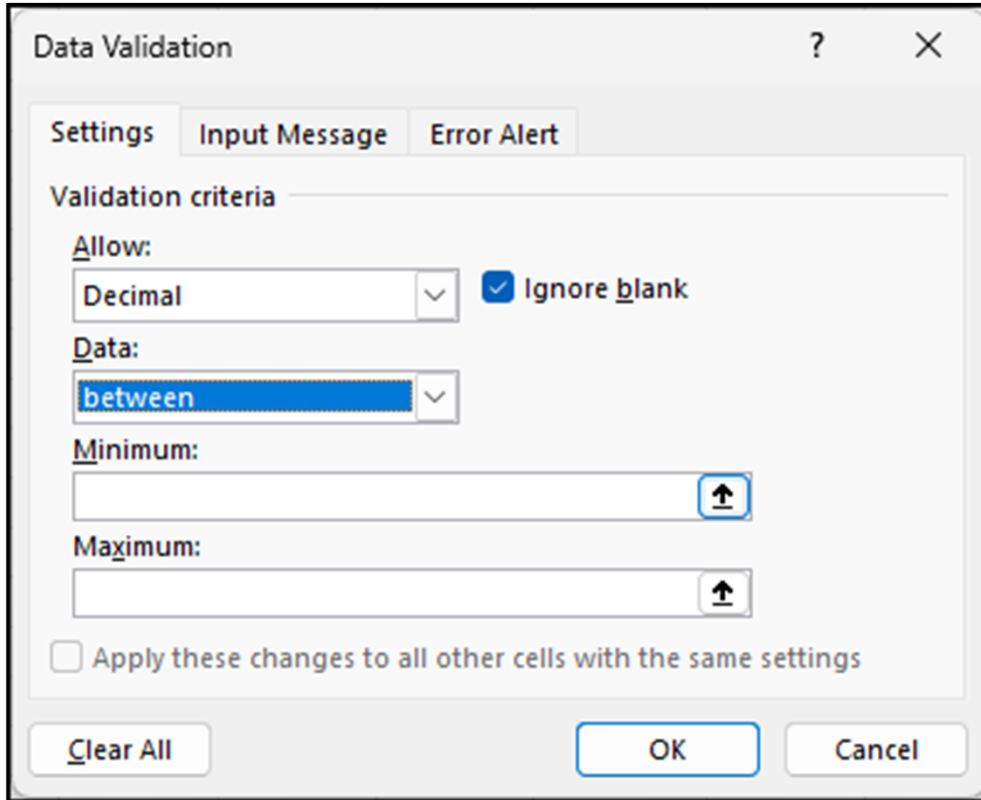
Maximum:

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

- Allow:
 - between
 - not between
 - equal to
 - not equal to
 - greater than
 - less than
 - greater than or equal to
 - less than or equal to
- Values:
 - Whole numbers
 - Cell addresses
 - Named range

Rule Type: Allow Decimal



Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

Decimal ☒ Ignore blank

Data:

between

Minimum:

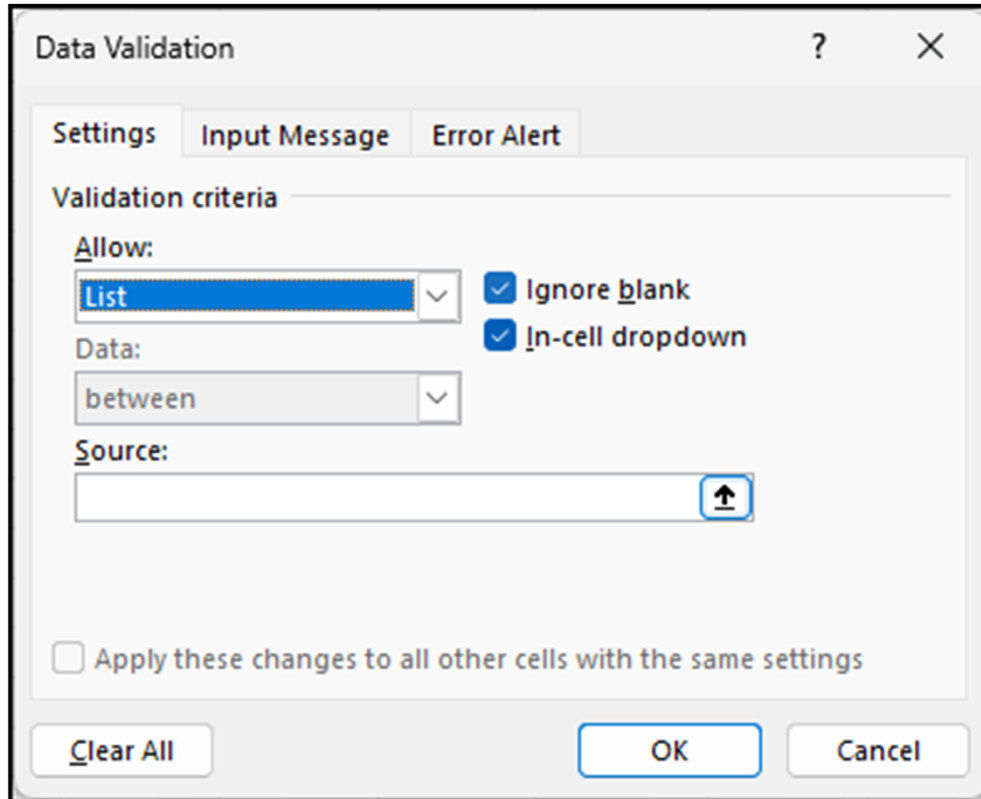
Maximum:

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

- Allow:
 - between
 - not between
 - equal to
 - not equal to
 - greater than
 - less than
 - greater than or equal to
 - less than or equal to
- Values:
 - Numbers with /without decimals
 - Cell addresses
 - Named range

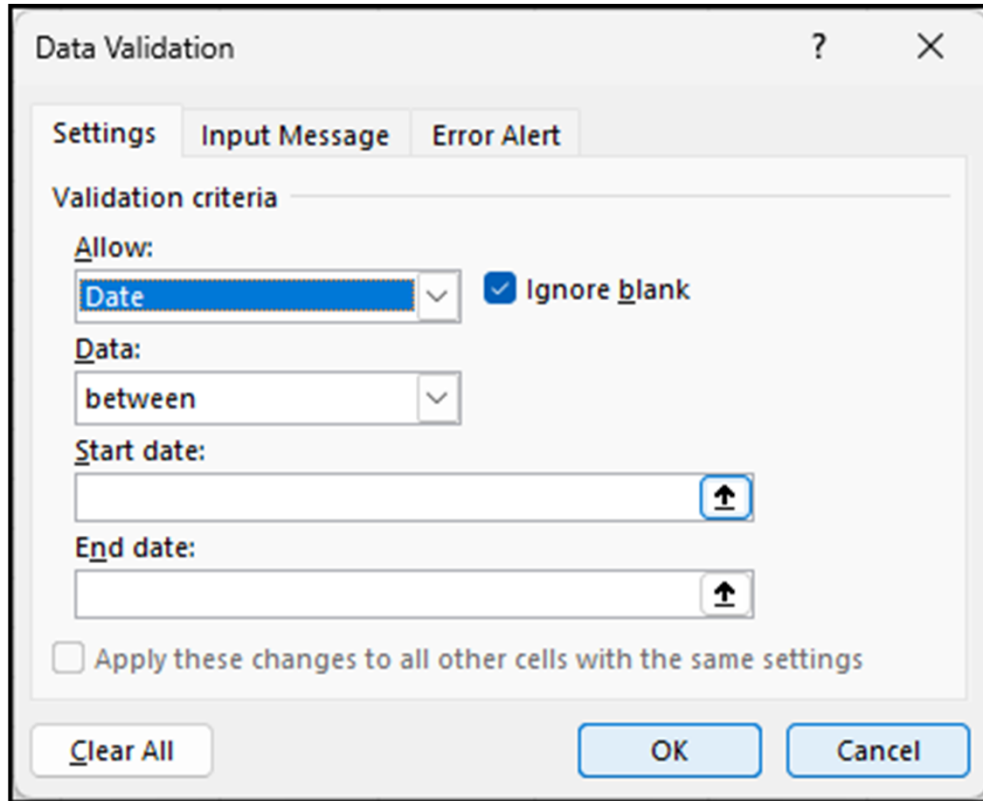
Rule Type: Allow List



The image shows the 'Data Validation' dialog box in Microsoft Excel. The 'Settings' tab is selected. Under 'Validation criteria', the 'Allow:' dropdown is set to 'List'. The 'Data:' dropdown is set to 'between'. The 'Ignore blank' and 'In-cell dropdown' checkboxes are both checked. The 'Source:' field is empty, with a small icon to its right. At the bottom, there is an unchecked checkbox labeled 'Apply these changes to all other cells with the same settings' and three buttons: 'Clear All', 'OK', and 'Cancel'.

- No data options
- Source
 - Enter values separated by commas
 - Select range of cells
 - Select named range with [F3]

Rule Type: Allow Date



The image shows the 'Data Validation' dialog box in Microsoft Excel, specifically the 'Settings' tab. The 'Validation criteria' section is set to 'Allow: Date'. The 'Data:' dropdown is set to 'between'. The 'Start date:' and 'End date:' fields are empty, each with a calendar icon to its right. The 'Ignore blank' checkbox is checked. At the bottom, there is a checkbox for 'Apply these changes to all other cells with the same settings' which is unchecked, and three buttons: 'Clear All', 'OK', and 'Cancel'.

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

Date ☒ Ignore blank

Data:

between

Start date:

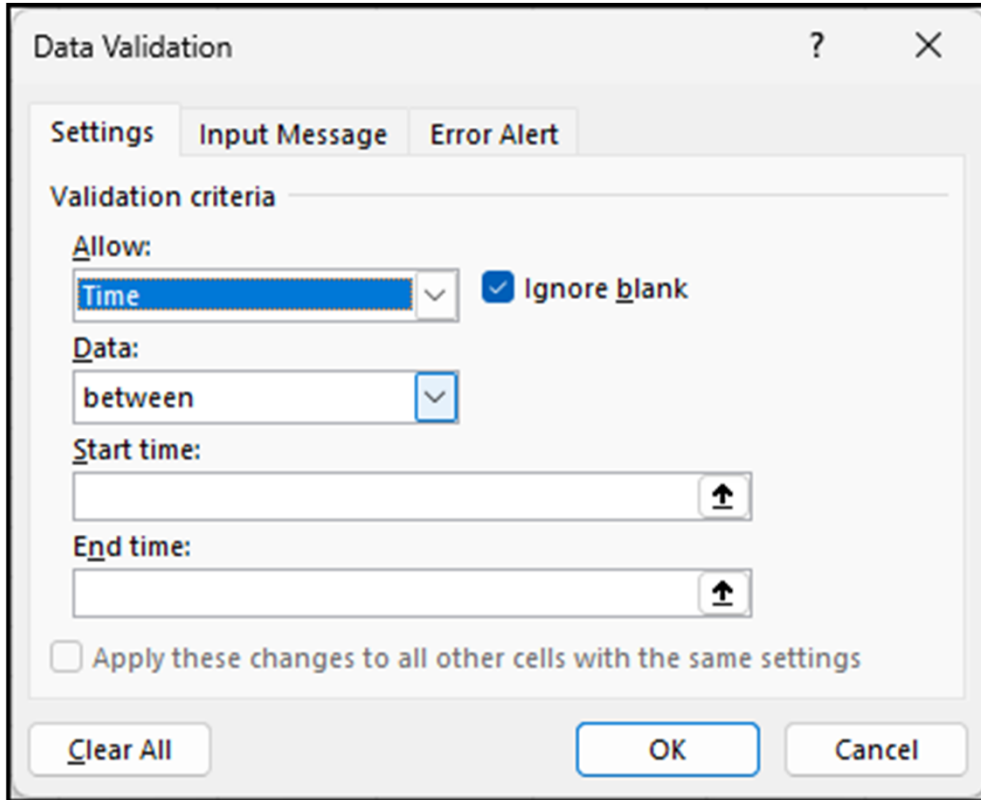
End date:

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

- Allow:
 - between
 - not between
 - equal to
 - not equal to
 - greater than
 - less than
 - greater than or equal to
 - less than or equal to
- Values:
 - Dates (in any valid date format)
 - Cell addresses
 - Named range

Rule Type: Allow Time



Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

Time ☒ Ignore blank

Data:

between

Start time:

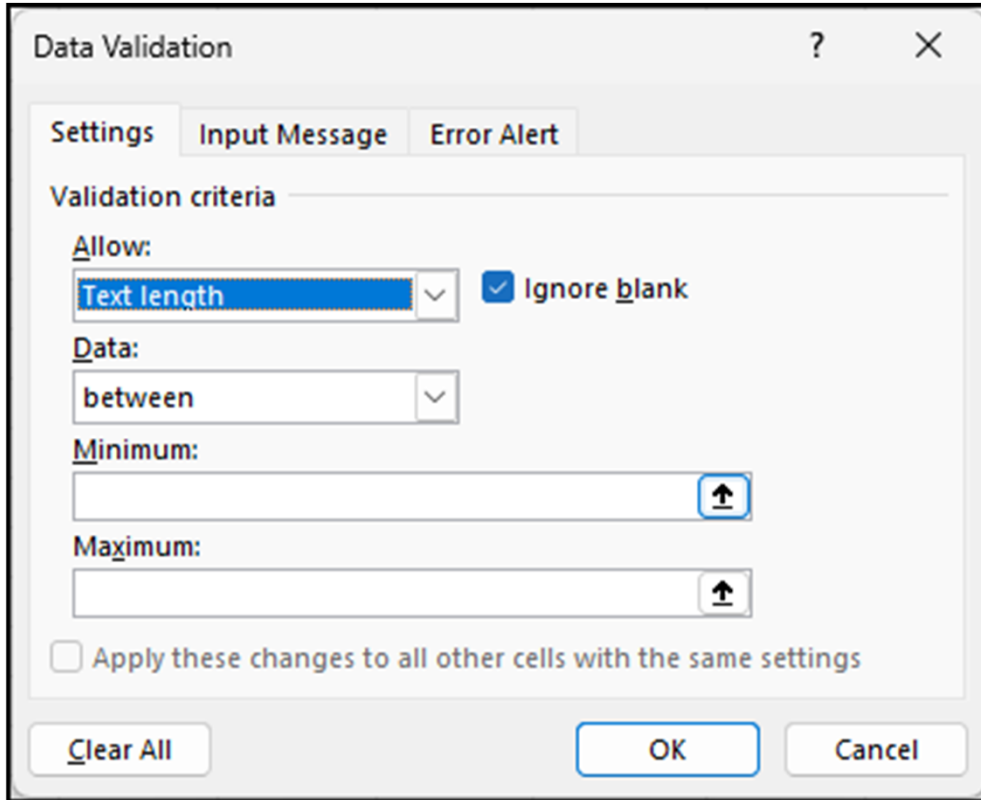
End time:

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

- Allow:
 - between
 - not between
 - equal to
 - not equal to
 - greater than
 - less than
 - greater than or equal to
 - less than or equal to
- Values:
 - Time of day (military or civilian)
 - Cell addresses
 - Named range

Rule Type: Allow Text length



Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

Text length

☒ Ignore blank

Data:

between

Minimum:

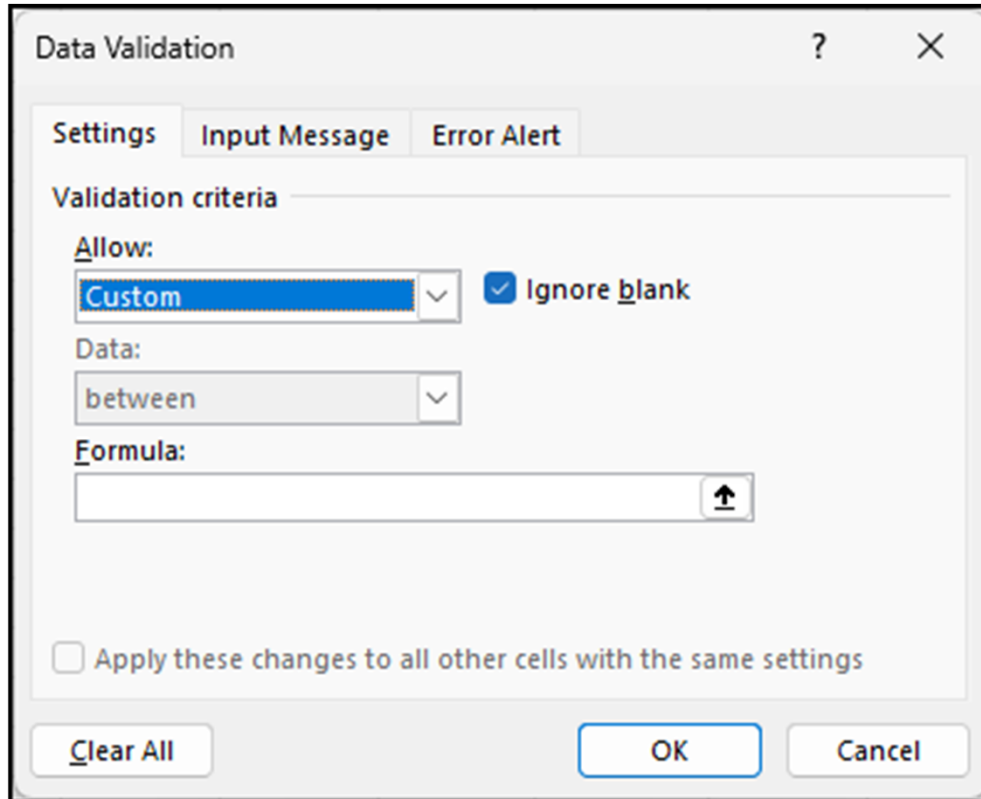
Maximum:

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

- Allow:
 - between
 - not between
 - equal to
 - not equal to
 - greater than
 - less than
 - greater than or equal to
 - less than or equal to
- Values:
 - Whole numbers
 - Cell addresses
 - Named range

Rule Type: Allow Custom



The image shows the 'Data Validation' dialog box in Microsoft Excel. The 'Settings' tab is selected. Under 'Validation criteria', the 'Allow:' dropdown is set to 'Custom'. The 'Ignore blank' checkbox is checked. The 'Data:' dropdown is set to 'between'. The 'Formula:' field is empty. At the bottom, there is a checkbox for 'Apply these changes to all other cells with the same settings' which is unchecked. The 'Clear All', 'OK', and 'Cancel' buttons are at the bottom.

- Formula must:
 - Start with:
 <, <=, =, >, >=
 - And include:
 - Value(s)
 - Function(s)
 - Cell address(es)
 - Named range(s)

Useful functions for custom validation

Function	Purpose
TODAY()	Returns the current date according to the computer's clock.
DATEDIF()	Returns the number of periods (days, weeks, months, etc.) between two dates.
REGEXTEST()	Determines if a value matches a pattern provided by a regular expression
AND()	Evaluates multiple TRUE/FALSE calculations. Returns TRUE if ALL are true, otherwise it returns FALSE.
OR()	Evaluates multiple TRUE/FALSE calculations. Returns TRUE if ANY are true, otherwise it returns FALSE.
LEN(text)	Returns the length (width) of the text.
ISNUMBER()	Determines if the value is a number
LEFT()	Returns the specified number of characters from the left side of the text.
MID()	Returns the specified number of characters from somewhere in the middle of the text.
RIGHT()	Returns the specified number of characters from the right side of the text.
VALUE()	Returns the numeric value of a calculation.

Function example: TODAY()

Today	
5/25/2026	=TODAY()

Function example: DATEDIF

	A	B	C
11	Today		
12	5/25/2026	=TODAY()	
13			
14	BirthDate		
15	6/20/2011	6/20/2011	
16			
17	Years Old		
18	14	=DATEDIF(A15,TODAY(),"Y")	

Function example: REGEXTEST

	A	B	C	D	E	F
1	REGEXTEST(text,pattern)					
2	<i>Does it match the pattern?</i>					
3	Value	Formula	Results			
4	123-456-7890	=REGEXTEST(A4,RegExp_PhoneDash)	TRUE			
5	456-7890	=REGEXTEST(A5,RegExp_PhoneDash)	FALSE			
6	123.456.7890	=REGEXTEST(A6,RegExp_PhoneDash)	FALSE			
7	(123) 456-7890	=REGEXTEST(A7,RegExp_PhoneDash)	FALSE			
8	(123) 456-7890	=REGEXTEST(A8,RegExp_PhoneParenthesis)	TRUE			
9	123-456-7890	=REGEXTEST(A9,RegExp_PhoneParenthesis)	FALSE			
10	123-456-7890	=REGEXTEST(A10,RegExp_SSN)	FALSE			
11	123-45-6789	=REGEXTEST(A11,RegExp_SSN)	TRUE			
12	123-45-6789	=REGEXTEST(A12,RegExp_ZipCode)	FALSE			
13	12345	=REGEXTEST(A13,RegExp_ZipCode)	TRUE			
14	12345-6789	=REGEXTEST(A14,RegExp_ZipCode)	TRUE			

Name	Regular Expression
RegExp_PhoneDash	^\d{3}-\d{3}-\d{4}\$
RegExp_PhoneParenthesis	^\(\d{3}\)\s\d{3}-\d{4}\$
RegExp_SSN	^\d{3}-\d{2}-\d{4}\$
RegExp_ZipCode	^\d{5}(\?:-\d{4})?\$

Function example: AND

	A	B	C	D	E
1	AND(Logical1, Logical2, ...)				
2	<i>Are all of them true?</i>				
3	Value 1	Value 2	Value 3	Formula	Results
4	Bicycle	Good	8	=AND(A4=Gift,B4=Status,C4>=Age)	TRUE
5	Bicycle	Good	9	=AND(A5=Gift,B5=Status,C5>=Age)	TRUE
6	Bike	Good	10	=AND(A6=Gift,B6=Status,C6>=Age)	FALSE
7	Bicycle	Bad	11	=AND(A7=Gift,B7=Status,C7>=Age)	FALSE
8	Bicycle	Good	7	=AND(A8=Gift,B8=Status,C8>=Age)	FALSE
9	Bicycle	Maybe	12	=AND(A9=Gift,B9=Status,C9>=Age)	FALSE
10	Motorbike	No	7	=AND(A10=Gift,B10=Status,C10>=Age)	FALSE
12	Gift	Status	Age		
13	Bicycle	Good	8		

Function example: OR

	A	B	C	D	E
1	OR(Logical1, Logical2, ...)				
2	<i>Are any of them true</i>				
3	Value 1	Value 2	Value 3	Formula	Results
4	Bicycle	Good	8	=OR(A4=Gift,B4=Status,C4>=Age)	TRUE
5	Bicycle	Good	9	=OR(A5=Gift,B5=Status,C5>=Age)	TRUE
6	Bike	Good	10	=OR(A6=Gift,B6=Status,C6>=Age)	TRUE
7	Bicycle	Bad	11	=OR(A7=Gift,B7=Status,C7>=Age)	TRUE
8	Bicycle	Good	7	=OR(A8=Gift,B8=Status,C8>=Age)	TRUE
9	Bicycle	Maybe	12	=OR(A9=Gift,B9=Status,C9>=Age)	TRUE
10	Motorbike	No	7	=OR(A10=Gift,B10=Status,C10>=Age)	FALSE
12	Gift	Status	Age		
13	Bicycle	Good	8		

Function example: LEN

	A	B	C
1	LEN(text)		
2	<i>What is the length of the text?</i>		
3	Text	Formula	Results
4	1	=LEN(A4)	1
5	12345+	=LEN(A5)	5
6	Spaces	=LEN(A6)	6
7	are	=LEN(A7)	3
8	counted	=LEN(A8)	7
9	Spaces are counted	=LEN(A9)	18
10	Mary Poppins	=LEN(A10)	12
11	Supercalifragilisticexpialidocious	=LEN(A11)	34

Function example: ISNUMBER

	A	B	C
1	IsNumber(Value)		
2	<i>Is it a number?</i>		
3	Value	Formula	Results
4	9 3/4	=ISNUMBER(A4)	TRUE
5	44	=ISNUMBER(A5)	TRUE
6	=40+4	=ISNUMBER(A6)	TRUE
7	12/25/2025	=ISNUMBER(A7)	TRUE
8	1.23457E+19	=ISNUMBER(A8)	TRUE
9	40+4	=ISNUMBER(A9)	FALSE
10	Christmas	=ISNUMBER(A10)	FALSE
11	Forty-four	=ISNUMBER(A11)	FALSE

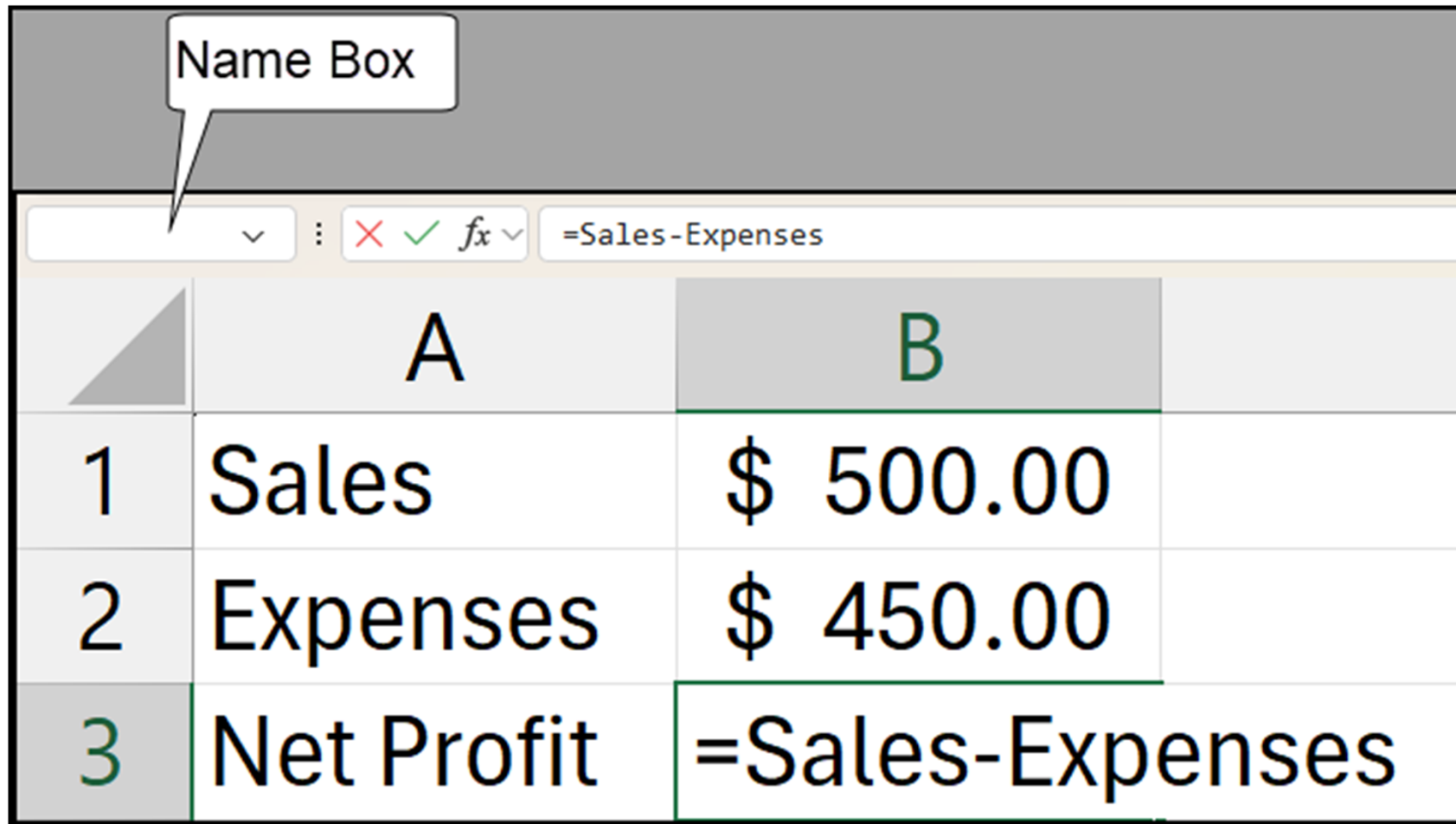
Function example: LEFT, MID, RIGHT

	A	B	C
25	Text		
26	Java Junction	Jav	=LEFT(A26,3)
27		Junct	=MID(A26,6,5)
28		on	=RIGHT(A26,2)

Function example: VALUE()

	A	B	C	D
30	123	124	=A30+1	Arithmetic can be performed on a number.
31	"123"	#VALUE!	=A31+1	Arithmetic cannot be performed on a number that includes other characters
32		123	=MID(A31,2,3)	Mid, starting with the second character, can extract the three digits.
33		#VALUE!	=MID(A32,2,3)+1	But arithmetic cannot be performed on the extraction.
34		124	=VALUE(MID(A31,2,3))+1	Unless you first find the numeric value of the extraction.

Named Ranges



The image shows an Excel spreadsheet with a 'Name Box' callout pointing to the formula bar. The formula bar displays '=Sales-Expenses'. The spreadsheet has columns A and B, and rows 1, 2, and 3. Row 1 contains 'Sales' in column A and '\$ 500.00' in column B. Row 2 contains 'Expenses' in column A and '\$ 450.00' in column B. Row 3 contains 'Net Profit' in column A and '=Sales-Expenses' in column B. The 'Name Box' callout is a speech bubble pointing to the formula bar.

	A	B
1	Sales	\$ 500.00
2	Expenses	\$ 450.00
3	Net Profit	=Sales-Expenses

What is a regular expression?

A regular expression (or regex) is code that identifies a pattern of text.

Name	Regular Expression
RegExp_PhoneDash	<code>^\d{3}-\d{3}-\d{4}\$</code>
RegExp_PhoneParenthesis	<code>^\(\d{3}\)\s\d{3}-\d{4}\$</code>
RegExp_SSN	<code>^\d{3}-\d{2}-\d{4}\$</code>
RegExp_ZipCode	<code>^\d{5}(:- \d{4})?\$</code>

RegExTest does not work in older versions of Excel.

Example: Siblings

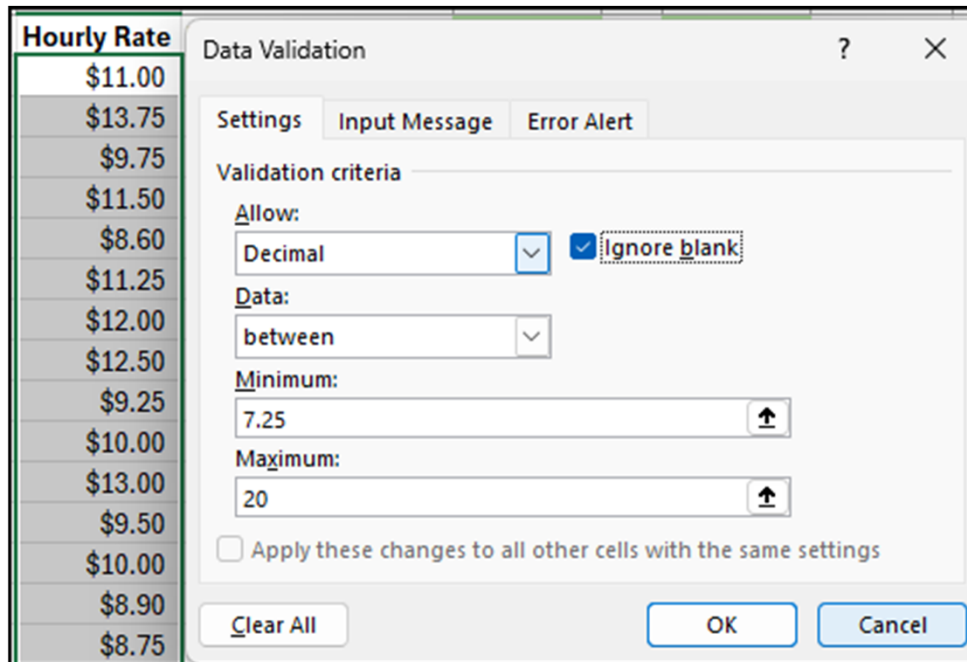
The screenshot shows the 'Data Validation' dialog box for the 'Siblings' column in an Excel spreadsheet. The dialog has three tabs: 'Settings', 'Input Message', and 'Error Alert'. The 'Settings' tab is active, showing the following configuration:

- Validation criteria:**
 - Allow:** 'Whole number' (selected from a dropdown menu).
 - Ignore blank:** Checked (indicated by a blue checkmark).
 - Data:** 'greater than or equal to' (selected from a dropdown menu).
 - Minimum:** '0' (entered in the text box).
- Apply to all other cells:** Unchecked (indicated by an empty checkbox).

At the bottom of the dialog, there are three buttons: 'Clear All', 'OK', and 'Cancel'.

- Allow whole numbers.
- Must not be negative therefore
Minimum = 0.

Example: Hourly rate



The screenshot shows an Excel spreadsheet with a column titled "Hourly Rate" containing various values. A "Data Validation" dialog box is open, showing the "Settings" tab. The "Allow:" dropdown is set to "Decimal", and the "Ignore blank" checkbox is checked. The "Data:" dropdown is set to "between". The "Minimum:" value is 7.25 and the "Maximum:" value is 20. The "Apply these changes to all other cells with the same settings" checkbox is unchecked. The "Clear All", "OK", and "Cancel" buttons are at the bottom.

Hourly Rate
\$11.00
\$13.75
\$9.75
\$11.50
\$8.60
\$11.25
\$12.00
\$12.50
\$9.25
\$10.00
\$13.00
\$9.50
\$10.00
\$8.90
\$8.75

- Allow decimal numbers.
- Minimum wage is \$7.25.
- Maximum wage for high school students is probably \$20.00.
- Notice the currency symbol \$ is not entered.

Example: Birthdate of student

The screenshot shows an Excel spreadsheet with column N containing birthdates. A Data Validation dialog box is open for column O, with the 'Settings' tab selected. The 'Allow' dropdown is set to 'Date', and the 'Ignore blank' checkbox is checked. The 'Data' dropdown is set to 'between'. The 'Start date' is calculated as `=TODAY()-(20*365)` and the 'End date' is calculated as `=TODAY()-(13*365)`. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'Clear All', 'OK', and 'Cancel' buttons are at the bottom.

	N	O	P	Q	R	S	T
	Birthdate						
	6/20/2011						
	1/22/2008						
	5/5/2009						
	10/27/2008						
	8/2/2009						
	5/12/2009						
	11/2/2007						
	3/27/2008						
	6/15/2010						
	9/6/2007						
	11/19/2007						
	4/18/2008						
	9/13/2008						
	7/2/2008						
	7/29/2009						
	1/9/2009						
	12/8/2007						
	7/16/2007						

- Allow dates.
- Our high school students are between 15 and 20, therefore Start date and End date are calculations.

Example: Hire date

The image shows an Excel spreadsheet with a column labeled 'Hire Date' containing various dates. A 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Allow' dropdown is set to 'Date', and the 'Ignore blank' checkbox is checked. The 'Data' dropdown is set to 'between'. The 'Start date' is set to '1/1/2023' and the 'End date' is set to '=TODAY()'. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The dialog box has 'Clear All', 'OK', and 'Cancel' buttons at the bottom.

Hire Date
8/30/2024
4/7/2024
1/24/2025
5/10/2025
10/15/2025
1/6/2023
6/12/2024
6/6/2025
9/24/2023
8/19/2023
4/14/2024
4/11/2025
8/16/2025
10/26/2024
9/4/2025
3/9/2025
4/6/2023
2/4/2025

- Allow dates.
- Hired between 1/1/2023 and today.

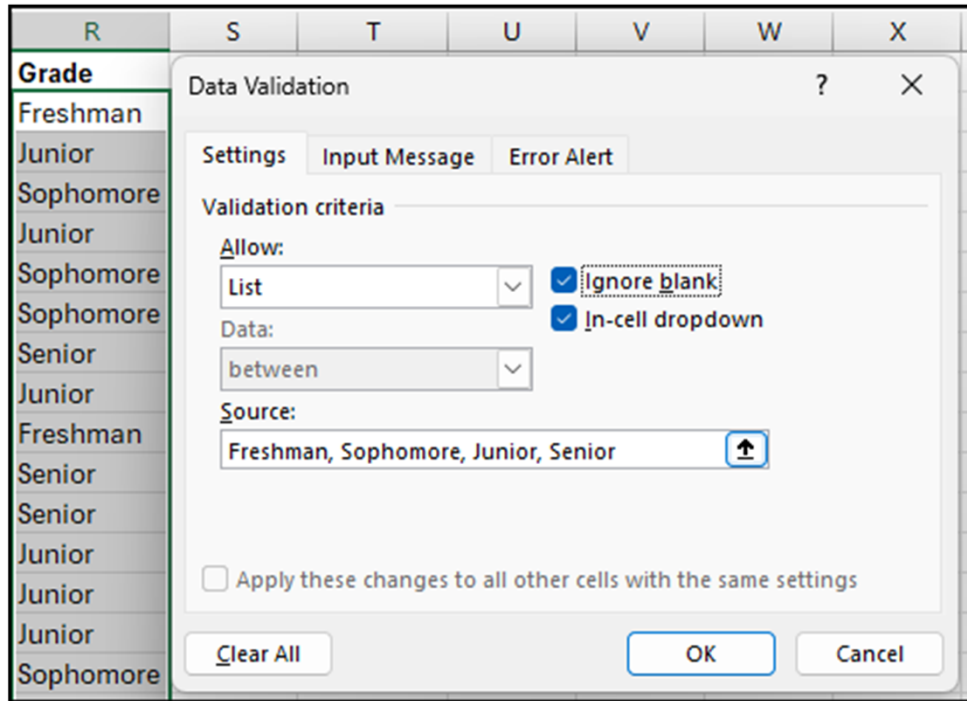
Example: Shift start time

The image shows an Excel spreadsheet with a column labeled 'Shift Start' containing various times. A 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Allow' dropdown is set to 'Time', and the 'Data' dropdown is set to 'between'. The 'Start time' is set to '2:00 pm' and the 'End time' is set to '8:00 pm'. The 'Ignore blank' checkbox is checked. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'Clear All', 'OK', and 'Cancel' buttons are at the bottom.

Q	R	S	T	U	V	W
Shift Start						
4:00 PM						
4:05 PM						
3:45 PM						
4:20 PM						
3:35 PM						
4:20 PM						
4:00 PM						
3:55 PM						
3:35 PM						
3:50 PM						
4:25 PM						
3:45 PM						
3:50 PM						
3:30 PM						
3:30 PM						

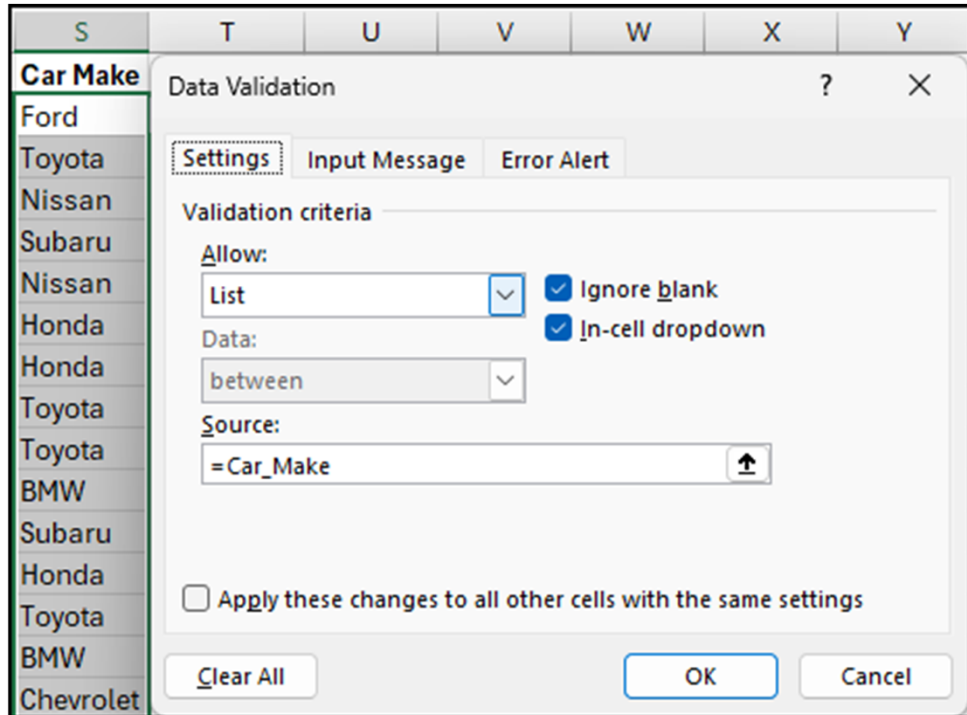
- Allow time
- Shift starts any time between 2 pm and 8 pm.

Example: Grade in high school – list



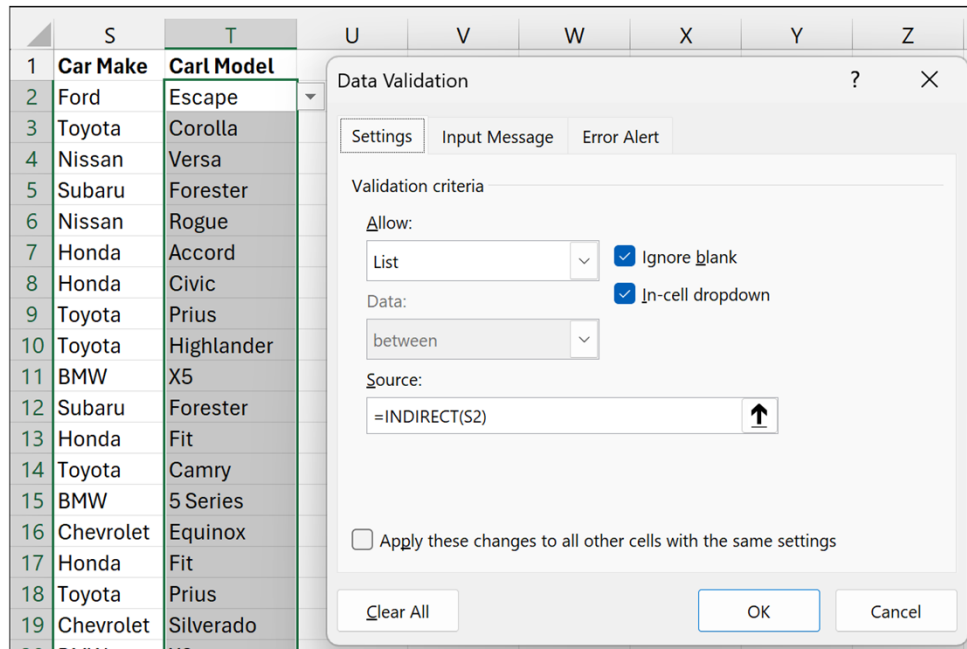
- Allow only data in the list.
- List is entered in manually.
- Commas separate values.

Example: Car Make – list



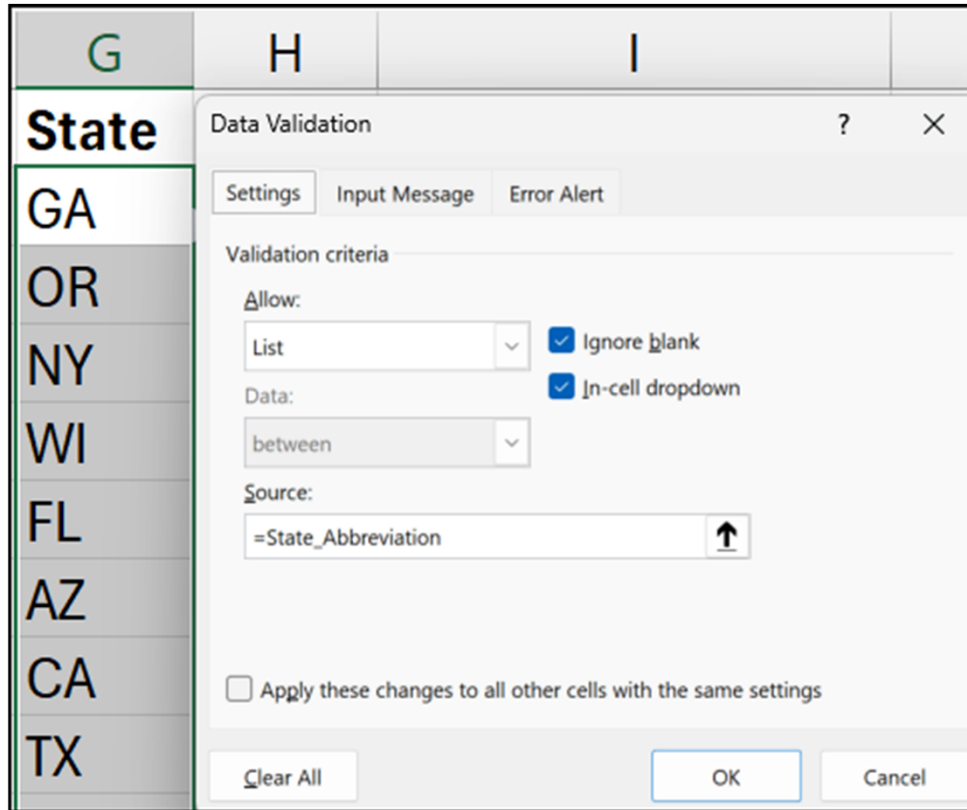
- Allow only data in the list.
- List is from a named range.

Example: Car Model – list



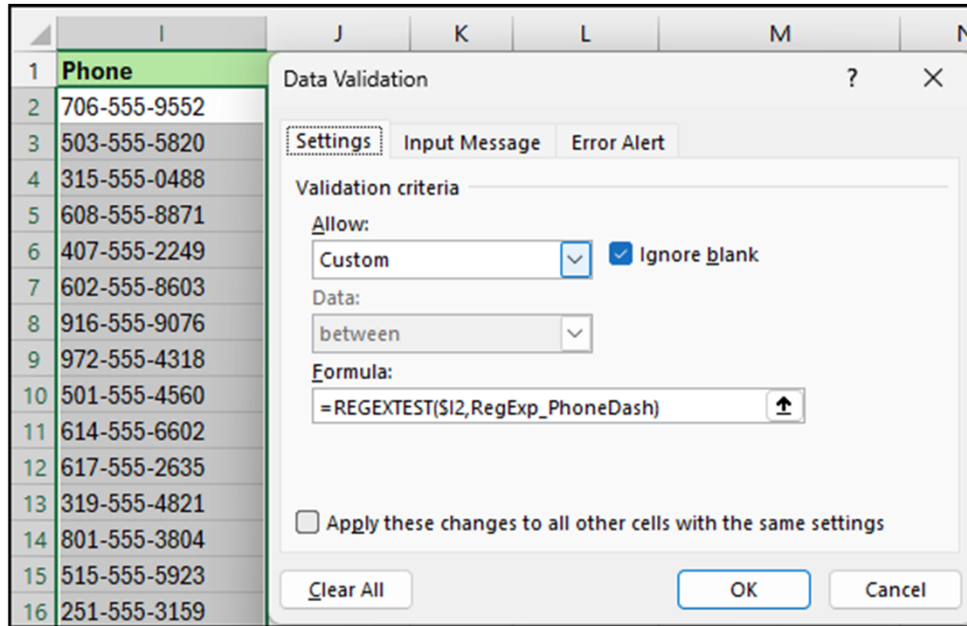
- Allow only data in the list.
- List is based on a formula.
- This list provides a dependent drop down based on the make chosen in column S.
- The Indirect function makes the list dynamic.
- Indirect lets Excel treat text as a reference.

Example: US State – list



- Use the named range that contains the list of states

Example: Phone Number



- Use the RegExTest function
- Use the named range RegExp_PhoneDash which equals $\text{\^{\d{3}}-\d{3}-\d{4}\$}$

Example: Alternate Phone Number Formula

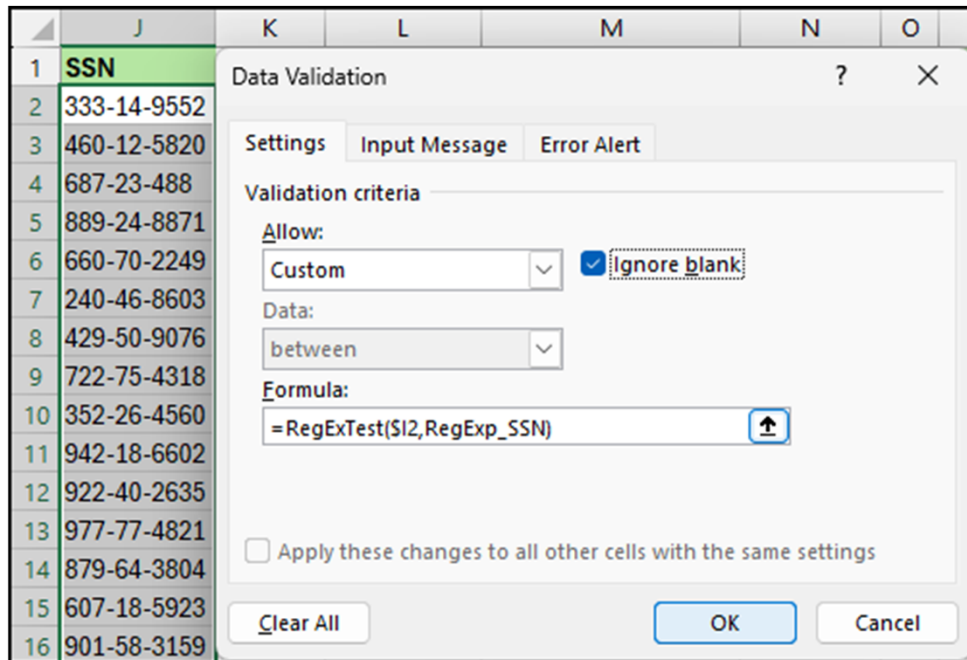
Formula

```
=AND(  
  Len(A9)=12  
  ,ISNUMBER(VALUE(LEFT(A9,3)))  
  ,MID(A9,4,1) = "-"  
  ,ISNUMBER(VALUE(MID(A9,5,3)))  
  ,MID(A9,8,1) = "-"  
  ,ISNUMBER(VALUE(MID(A9,9,4)))  
)
```

English

- Must be 12 characters
- 1st three characters must be numeric
- 4th character must be a dash
- 5th through 7th must be numeric
- 8th character must be a dash
- 9th through 12th must be numeric

Example: SSN



- Use the RegExTest function
- Use the named range RegExp_SSN
$$^{\backslash}d\{3\}-\backslash d\{2\}-\backslash d\{4\}\$$$

Example: Alternate SSN formula

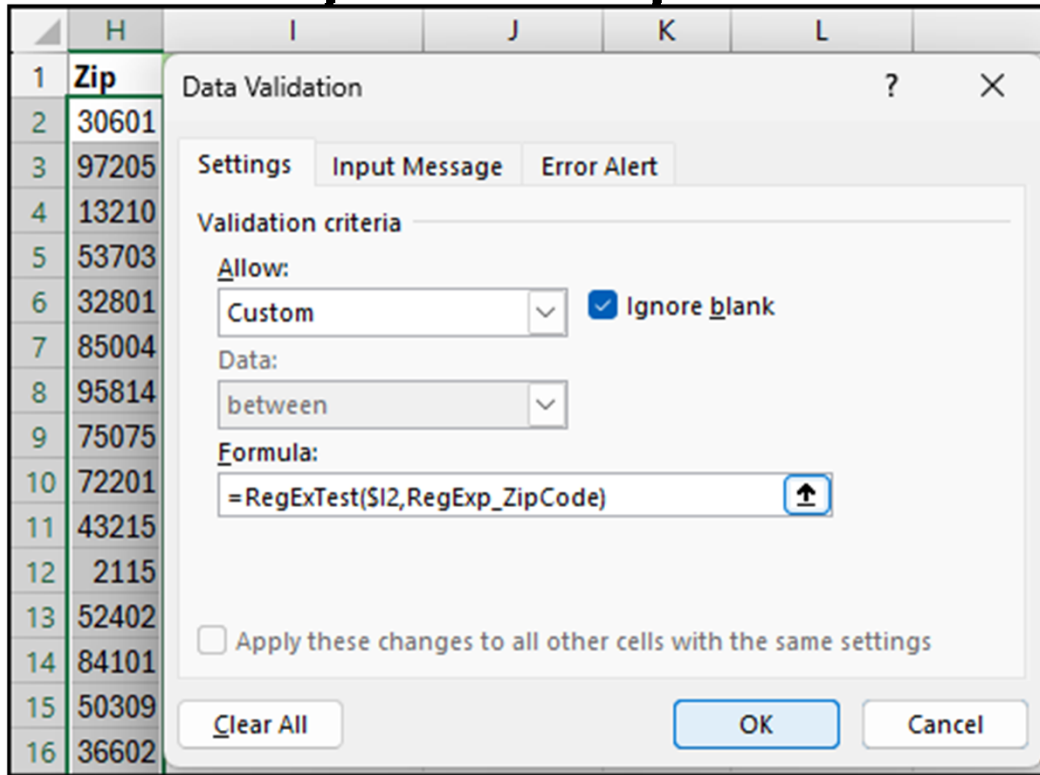
Formula

```
=AND(  
  LEN(SUBSTITUTE(A2,"-",""))=9  
  ,ISNUMBER(VALUE(LEFT(A2,3)))  
  ,LEFT(A2,3) <> "000"  
  ,MID(A2,4,1) = "-"  
  ,ISNUMBER(VALUE(MID(A2,5,2)))  
  ,MID(A2,5,2) <> "00"  
  ,MID(A2,7,1) = "-"  
  ,ISNUMBER(VALUE(MID(A2,8,4)))  
  ,MID(A2,8,2) <> "0000"  
)
```

English

- Not counting the dashes, length must be 9 characters.
- Not counting the dashes, entry must be digits
- 1st three characters must be numeric
- 1st three characters must not be "000"
- 4th character must be a dash
- 5th and 6th characters must be numeric
- 5th and 6th characters must not be "00"
- 7th character must be a dash
- 8th through 11th character must be numeric
- 8th through 11th character must not be "0000"

Example: Zip Code



The image shows an Excel spreadsheet with a column of zip codes in column H (rows 1-16). A 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Allow' dropdown is set to 'Custom', and the 'Ignore blank' checkbox is checked. The 'Data' dropdown is set to 'between'. The 'Formula' field contains the formula '=RegExTest(\$I2,RegExp_ZipCode)'. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'Clear All', 'OK', and 'Cancel' buttons are at the bottom.

	H	I	J	K	L
1	Zip				
2	30601				
3	97205				
4	13210				
5	53703				
6	32801				
7	85004				
8	95814				
9	75075				
10	72201				
11	43215				
12	2115				
13	52402				
14	84101				
15	50309				
16	36602				

Use the RegExTest function

Use the named range
RegExp_ZipCode

$$^{\wedge}\backslash d\{5\}(?:-\backslash d\{4\})? \$$$

Example: Alternate Zip code formula

Formula

```
=OR (
  AND (
    ISNUMBER (VALUE (A2))
    , LEN (A2) =5
  )
  , AND (
    LEN (A2) =10
    , ISNUMBER (VALUE (LEFT (A2 , 5) ))
    , MID (A2 , 6 , 1) = " - "
    , ISNUMBER (VALUE (RIGHT (A2 , 4) ))
  )
)
```

English

- Must be exactly 5 characters in length
- and must be a number

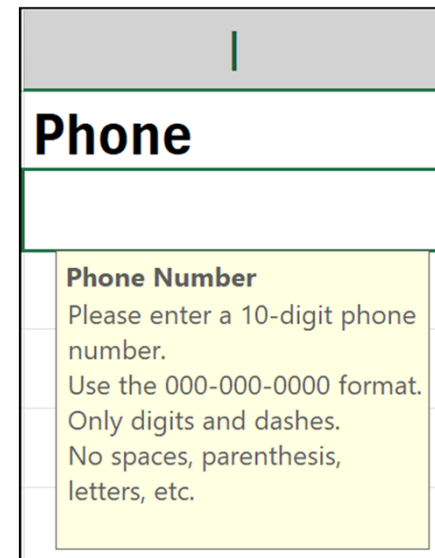
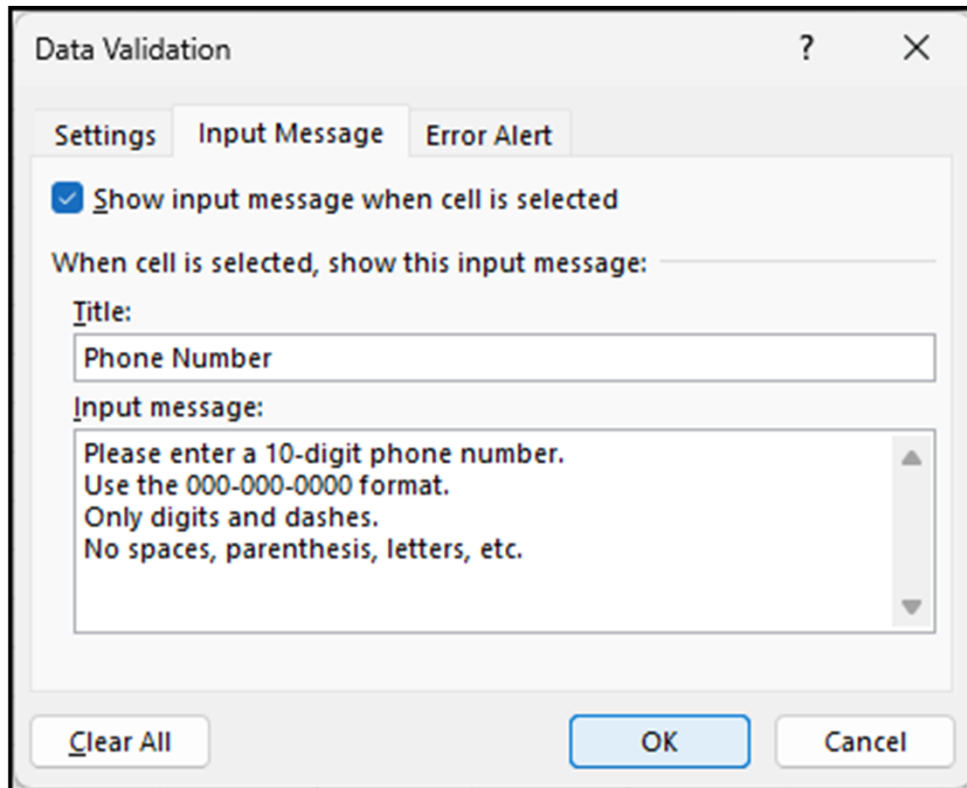
OR

- Must be exactly 10 characters in length
- and 1st five characters must be numeric
- and 6th character must be a dash
- and 7th through 10th character must be numeric

What is an Input Prompt?

A prompt that tells
the user what they
can input.

Input prompts



What are the different Error Alert Styles?

What are the different Error Alert Styles?

Stop

- Rejects invalid data.
- **Retry**
User can edit their entry
- **Cancel**
Data entry is undone

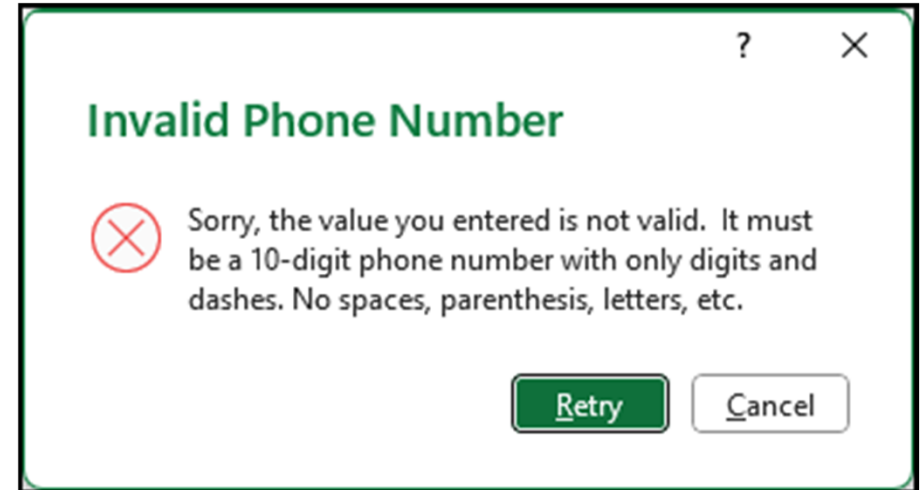
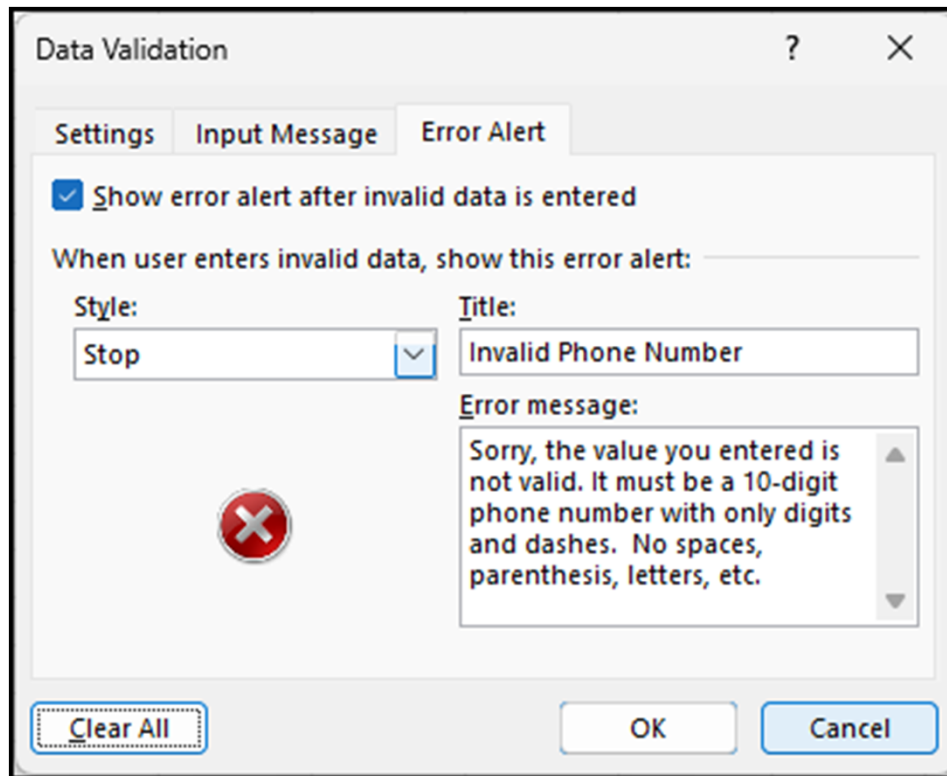
Warning

- Asks if they want to continue?
- **Yes**
Accepts bad data
- **No**
User can edit their entry
- **Cancel**
Data entry is undone

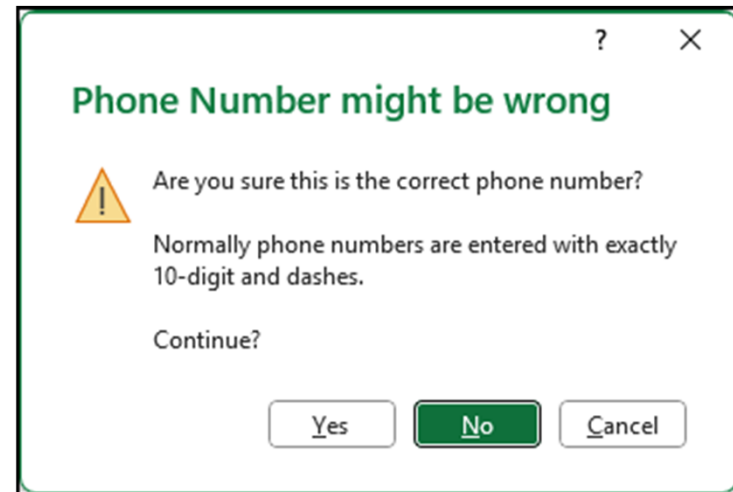
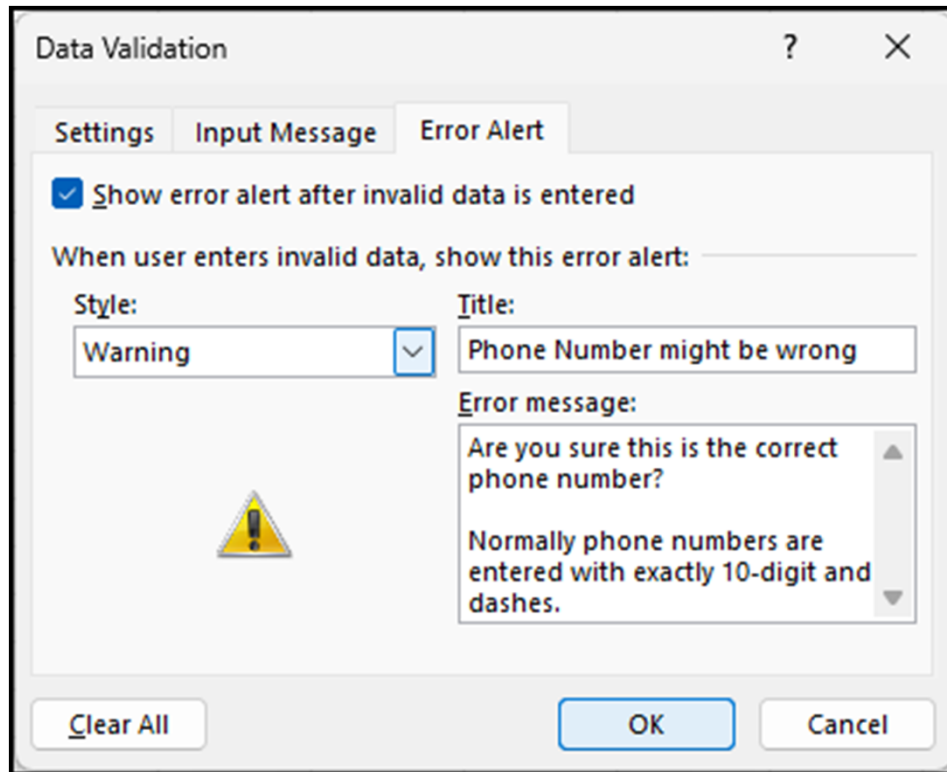
Information

- Displays an FYI message.
- **OK**
Accepts the bad data
- **Cancel**
Data entry is undone

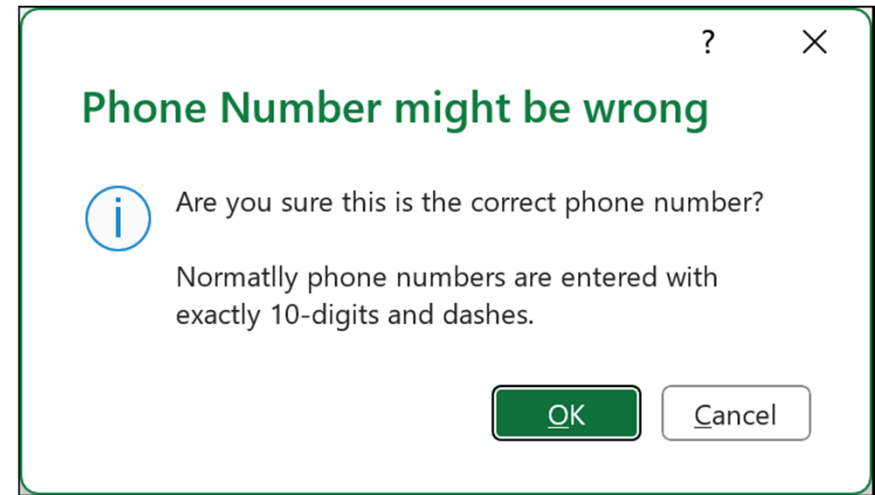
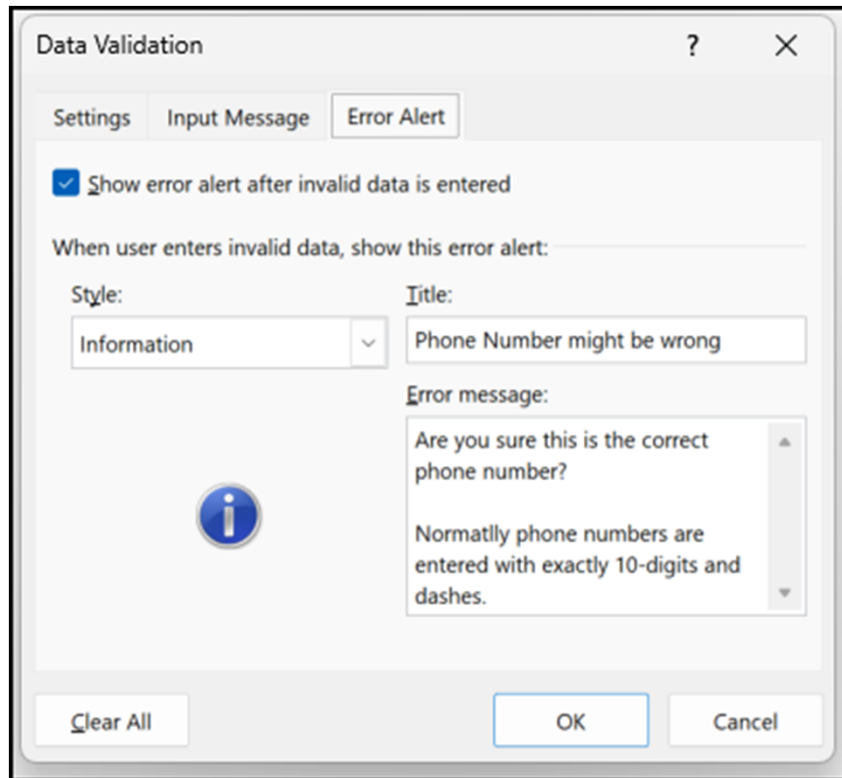
Stop: An error message



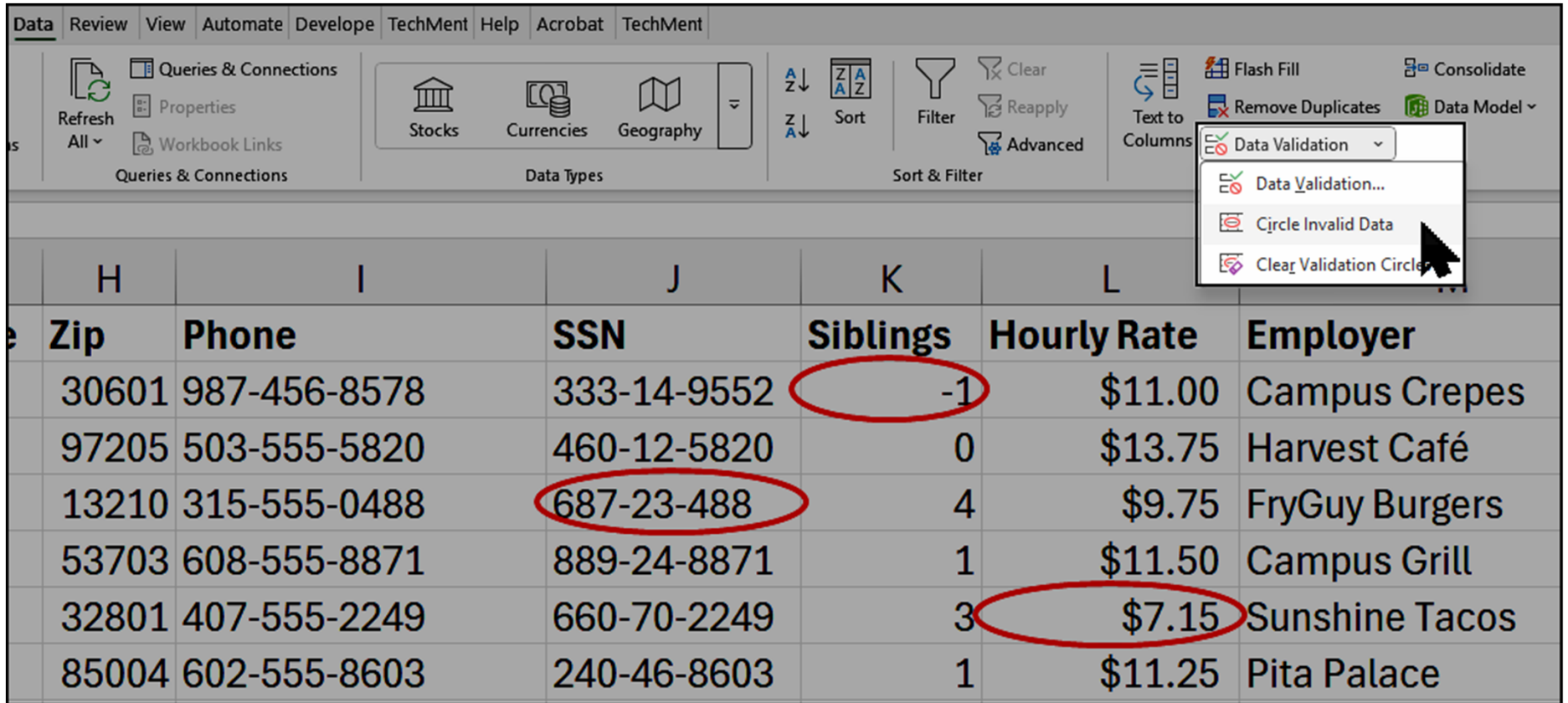
Warning: A friendly warning



Information: A friendly FYI



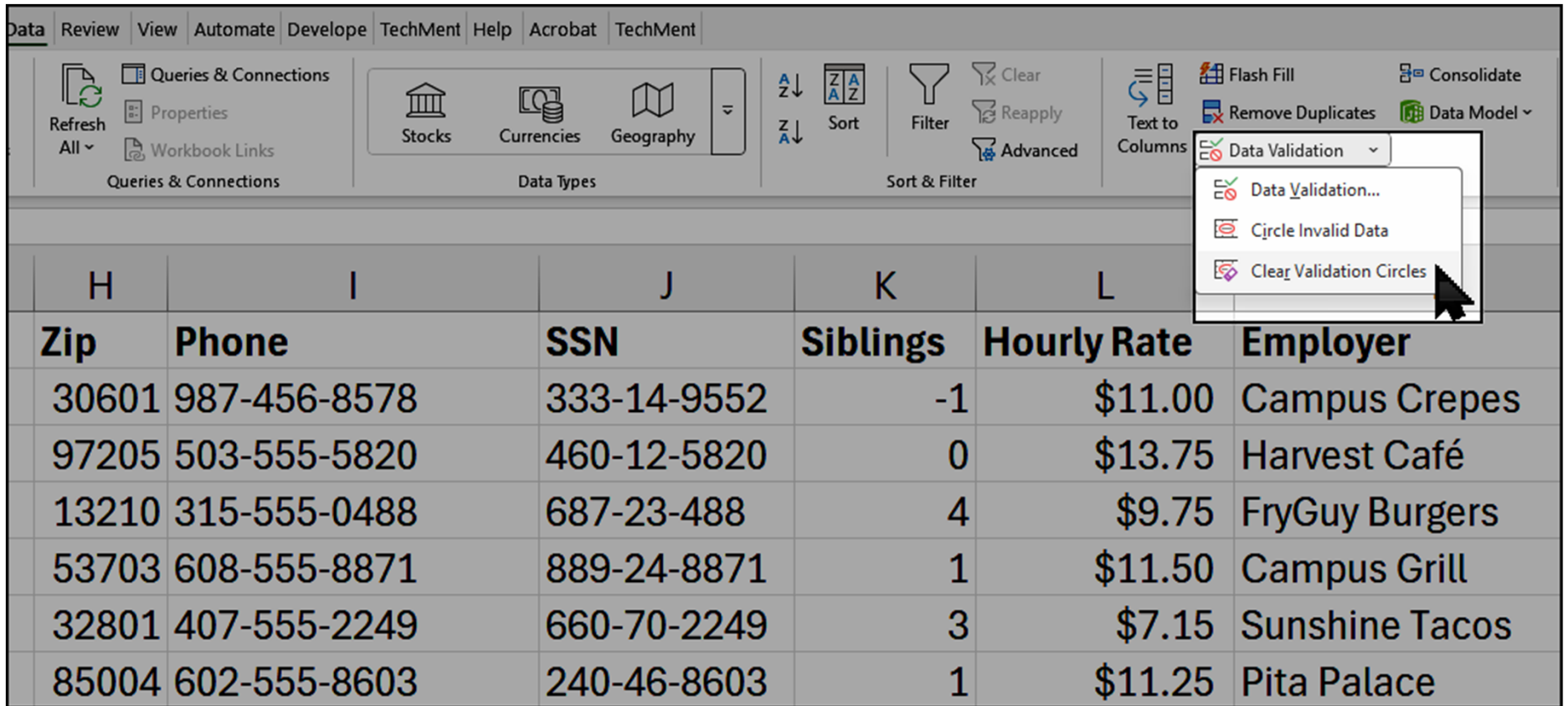
Circle Invalid Data



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes 'Queries & Connections', 'Data Types' (Stocks, Currencies, Geography), 'Sort & Filter' (Sort, Filter, Clear, Reapply, Advanced), and 'Data Tools' (Flash Fill, Consolidate, Remove Duplicates, Data Model, Data Validation). The 'Data Validation' dropdown menu is open, showing options: 'Data Validation...', 'Circle Invalid Data' (highlighted by a mouse cursor), and 'Clear Validation Circles'.

Zip	Phone	SSN	Siblings	Hourly Rate	Employer
30601	987-456-8578	333-14-9552	-1	\$11.00	Campus Crepes
97205	503-555-5820	460-12-5820	0	\$13.75	Harvest Café
13210	315-555-0488	687-23-488	4	\$9.75	FryGuy Burgers
53703	608-555-8871	889-24-8871	1	\$11.50	Campus Grill
32801	407-555-2249	660-70-2249	3	\$7.15	Sunshine Tacos
85004	602-555-8603	240-46-8603	1	\$11.25	Pita Palace

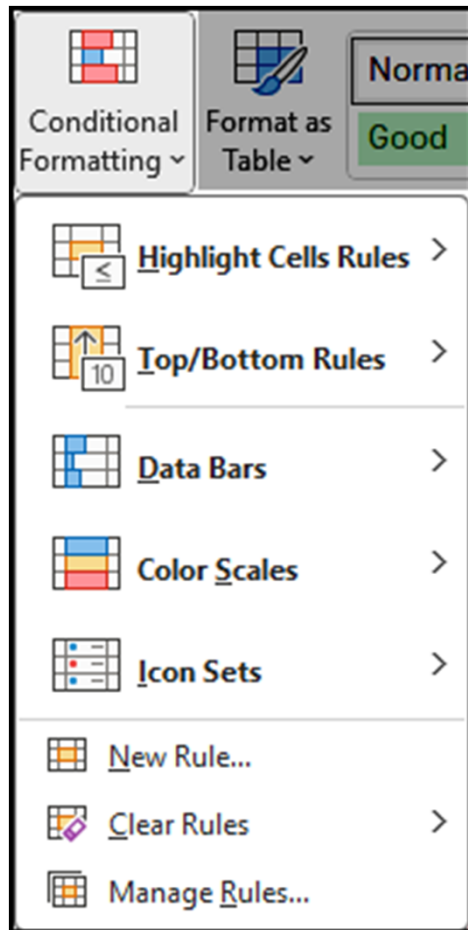
Clear Validation Circles



The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. The 'Data Validation' dropdown menu is open, and the 'Clear Validation Circles' option is highlighted by the mouse cursor. The background shows a table with columns H through L, containing data for Zip, Phone, SSN, Siblings, Hourly Rate, and Employer.

H	I	J	K	L	
Zip	Phone	SSN	Siblings	Hourly Rate	Employer
30601	987-456-8578	333-14-9552	-1	\$11.00	Campus Crepes
97205	503-555-5820	460-12-5820	0	\$13.75	Harvest Café
13210	315-555-0488	687-23-488	4	\$9.75	FryGuy Burgers
53703	608-555-8871	889-24-8871	1	\$11.50	Campus Grill
32801	407-555-2249	660-70-2249	3	\$7.15	Sunshine Tacos
85004	602-555-8603	240-46-8603	1	\$11.25	Pita Palace

Use Conditional Formatting for Errors



A screenshot of an Excel spreadsheet showing a list of cities and their attributes. The 'Siblings' column (K) is highlighted in red for values less than or equal to 1. The 'SSN' column (J) is highlighted in red for values starting with '687-23-488'. The 'Hourly Rate' column (L) is highlighted in red for values less than or equal to \$7.15. The 'Conditional Formatting Rules Manager' dialog box is open, showing the 'Current Selection' and the 'Cell Value not between 7.25 and 20' rule.

	F	G	H	I	J	K	L
	City	State	Zip	Phone	SSN	Siblings	Hourly Rate
1	Athens	GA	30601	987-456-8578	333-14-9552	-1	\$11.00
2	Portland	OR	97205	503-555-5820	460-12-5820	0	\$13.75
3	Syracuse	NY	13210	315-555-0488	687-23-488	4	\$9.75
4	Madison	WI	53703	608-555-8871	889-24-8871	1	\$11.50
5	Orlando	FL	32801	407-555-2249	660-70-2249	3	\$7.15
6	Phoenix	AZ	85004	602-555-8603	240-46-8603	1	\$11.25
7	Sacramento	CA					
8	Plano	TX					
9	Little Rock	AR					
10	Columbus	OH					
11	Boston	MA					
12	Cedar Rapids	IA					
13	Salt Lake City	UT					
14	Des Moines	IA					

Conditional Formatting Rules Manager

Show formatting rules for: Current Selection

Rule (applied in order shown)

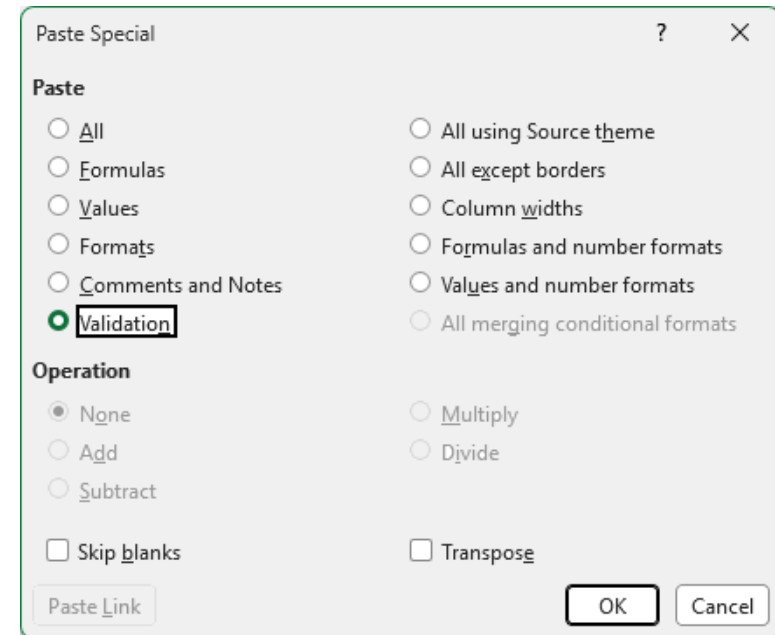
Rule	Format	Applies to	Stop If True
Cell Value not between 7.25 and 20	AaBbCcYyZz	=SLS2:SLS27	☐

OK Close Apply

How Can I Copy Data Validation?

Use Copy → Paste Special → Validation

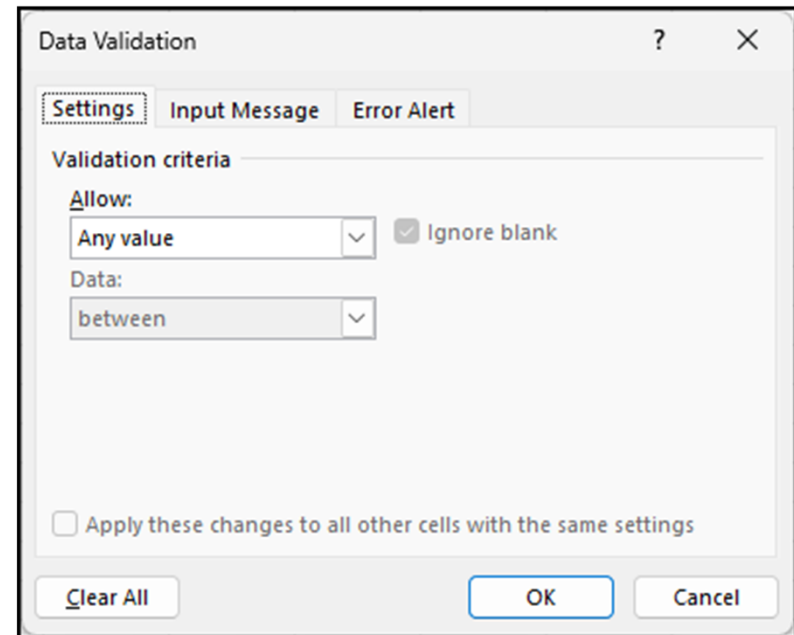
1. Select the cell that has the Data Validation.
2. Copy the cell.
3. Select the destination cell(s).
4. Right click and choose Paste Special.
5. Select Validation.
6. Click OK.



How Can I Remove Data Validation?

Just change the Validation criteria

1. Select the cell(s) with Data Validation.
2. Choose Data → Data Validation.
3. Change the **Allow** setting to **Any value**.



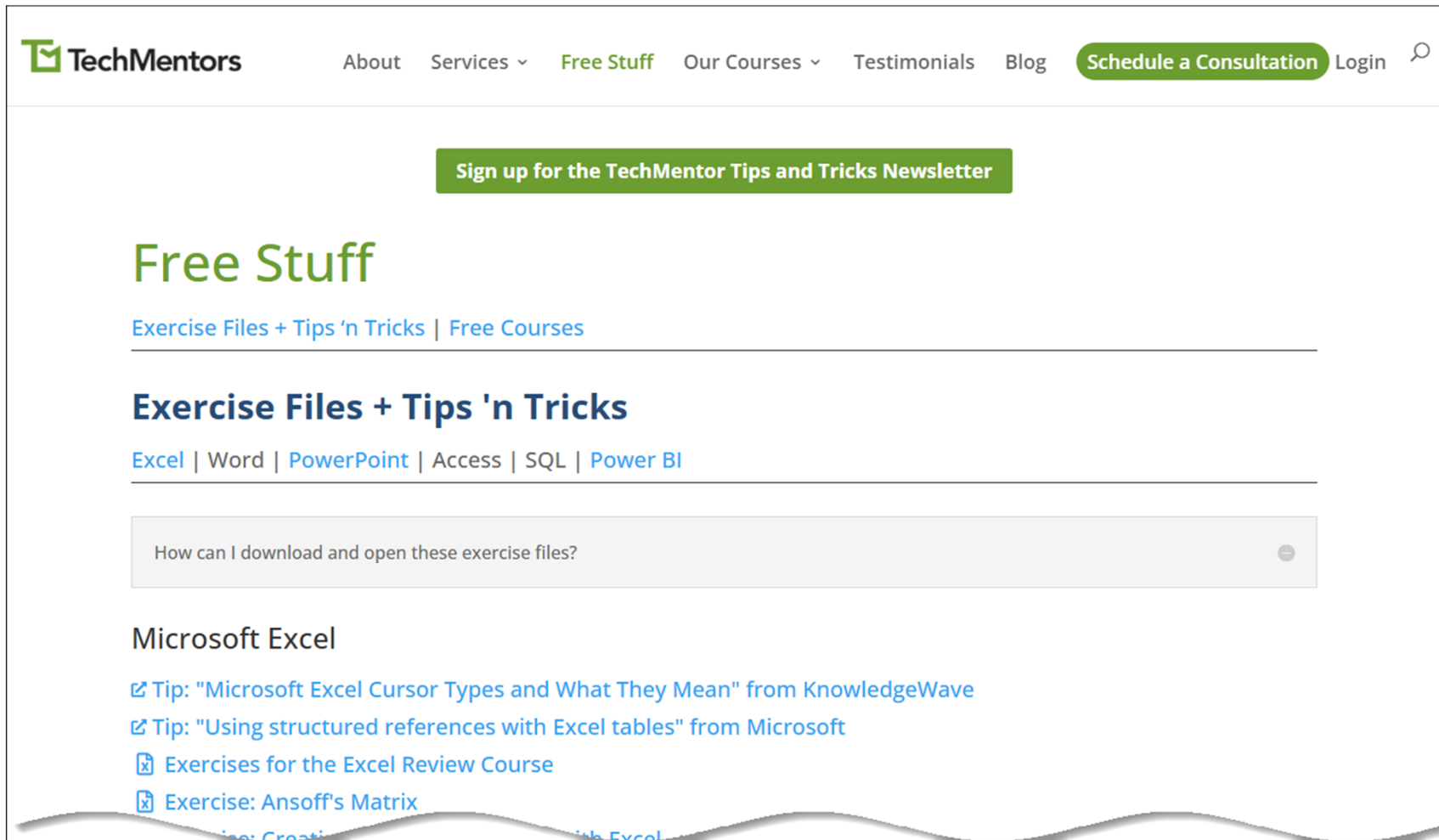
Where is the TechMentors website?

<https://theTechMentors.com>



Do you have any
free stuff?

Yes. Check out the Free Stuff page.
<https://theTechMentors.com/FreeStuff>



The screenshot shows the 'Free Stuff' page on the TechMentors website. The header includes the TechMentors logo, navigation links for 'About', 'Services', 'Free Stuff', 'Our Courses', 'Testimonials', and 'Blog', a green 'Schedule a Consultation' button, and a 'Login' link. A green banner below the header says 'Sign up for the TechMentor Tips and Tricks Newsletter'. The main heading is 'Free Stuff' in green, followed by links for 'Exercise Files + Tips 'n Tricks' and 'Free Courses'. Below this is a section titled 'Exercise Files + Tips 'n Tricks' with links for 'Excel', 'Word', 'PowerPoint', 'Access', 'SQL', and 'Power BI'. A search bar contains the text 'How can I download and open these exercise files?'. The 'Microsoft Excel' section lists several links: 'Tip: "Microsoft Excel Cursor Types and What They Mean" from KnowledgeWave', 'Tip: "Using structured references with Excel tables" from Microsoft', 'Exercises for the Excel Review Course', and 'Exercise: Ansoff's Matrix'.

TechMentors

About Services **Free Stuff** Our Courses Testimonials Blog [Schedule a Consultation](#) Login

[Sign up for the TechMentor Tips and Tricks Newsletter](#)

Free Stuff

[Exercise Files + Tips 'n Tricks](#) | [Free Courses](#)

Exercise Files + Tips 'n Tricks

[Excel](#) | [Word](#) | [PowerPoint](#) | [Access](#) | [SQL](#) | [Power BI](#)

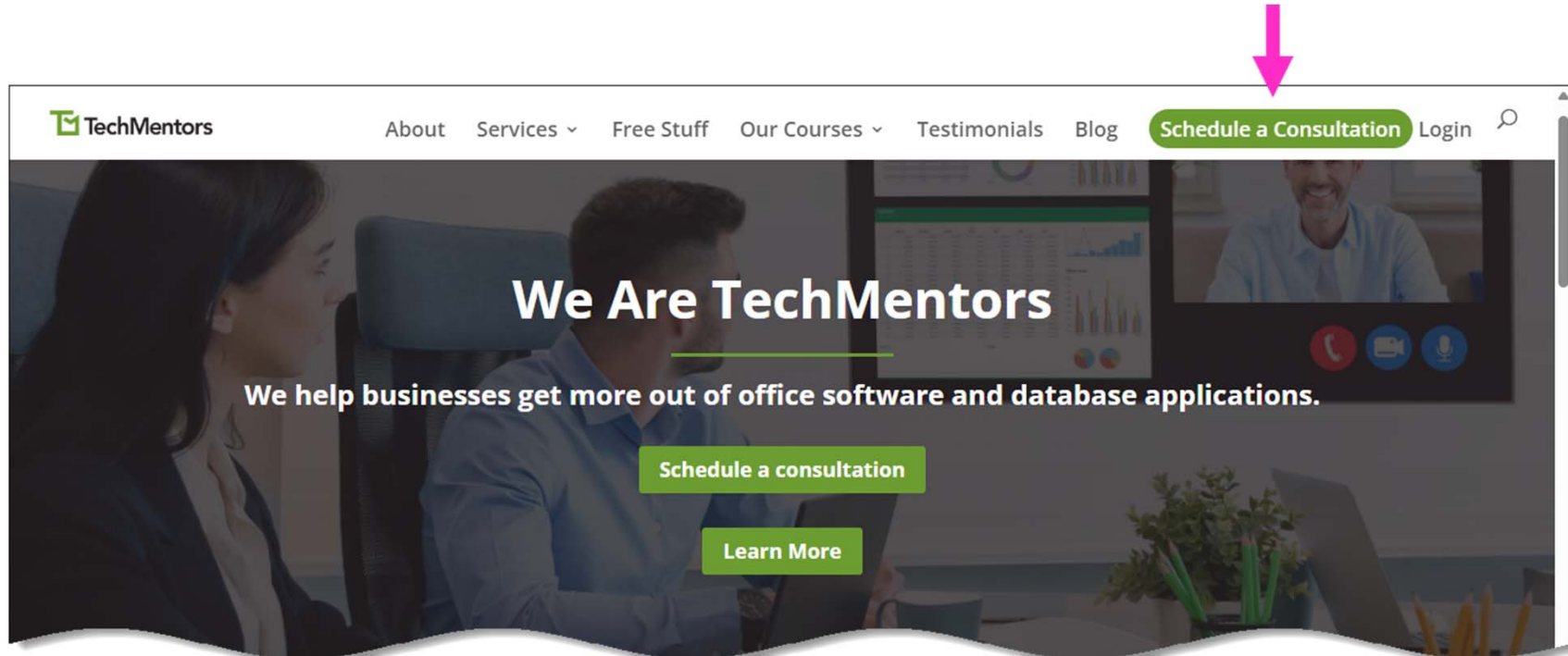
How can I download and open these exercise files?

Microsoft Excel

- [Tip: "Microsoft Excel Cursor Types and What They Mean" from KnowledgeWave](#)
- [Tip: "Using structured references with Excel tables" from Microsoft](#)
- [Exercises for the Excel Review Course](#)
- [Exercise: Ansoff's Matrix](#)

Are you available
for consultations?

Yes, just click the green button to Schedule a Consultation.



Then pick a date and time to meet.

The screenshot shows the 'Contact TechMentors' page. At the top, there's a navigation bar with links: About, Services, Free Stuff, Our Courses, Testimonials, Blog, a green 'Schedule a Consultation' button, and a Login link. The main heading is 'Contact TechMentors' with a subtext: 'Schedule your conversation by choosing a day and time on the calendar.'

The scheduling interface is divided into two main sections. On the left, there's a profile card for Tom Chandler, a 30-minute meeting duration, and a note that web conferencing details are provided upon confirmation. On the right, there's a calendar for October 2025. The calendar shows days from Sunday to Saturday. The 27th, 28th, 29th, 30th, and 31st are highlighted in blue, indicating available dates. A 'Time zone' dropdown is set to 'Mountain Time - US & Canada (11:19pm)'. A 'Powered by Calendly' badge is visible in the top right corner of the calendar area.

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	