

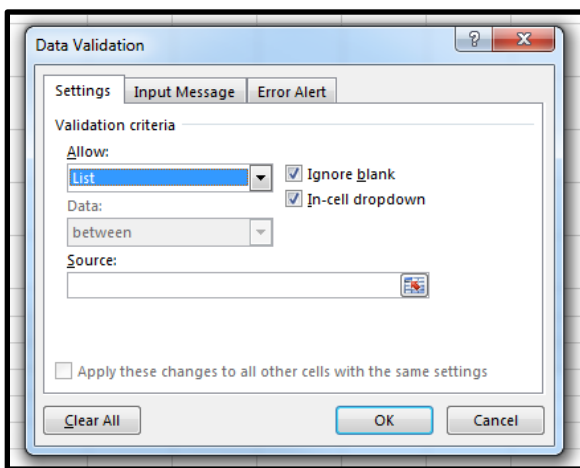
## Multiple Cell Data Validation

Data validation can be used to create cells with a controlled vocabulary. This eliminates typing errors and allows for easier filtering and searching.

1. Determine the cells you wish to validate, and the possible values for those cells.
2. In a separate sheet or off to the side, make a list of the possible cell values, with one value per cell.

	A	B	C
1	Task:	Due:	Status:
2	Task A	17-Mar	
3	Task B	9-Mar	
4	Task C	1-Apr	
5	Task D	9-Mar	
6	Task E	20-Mar	
7			

	A	B
1	Not started	
2	In progress	
3	Complete	
4		
5		
6		
7		
8		
9		



3. Select the cells you wish to validate, and select *Data Validation* from the Data tab on your toolbar. To create a controlled vocabulary, select *List* from the “Allow” dropdown.

4. Click in the “Source” textbox. This is the location of the list of possible values you created in step 2. You can either manually enter the location, or click & drag to select the cells.

5. After clicking “OK,” you should see a drop-down button when you click on your data

validated cells. You can now only enter values from your source list.

Status:
Not started
Not started
In progress
Complete

If you enter more data after doing data validation to a set of cells, you can quickly include the new cells in the data validation by selecting the entire range of cells to validate (including those that already have data validation) and repeating the process.

	A	B	C
1	Task:	Due:	Status:
2	Task A	17-Mar	Not started
3	Task B	9-Mar	Complete
4	Task C	1-Apr	Not started
5	Task D	9-Mar	In progress
6	Task E	20-Mar	Complete
7	Task F		
8	Task G		
9	Task H		
10	Task I		
11	Task J		
12	Task K		
13			

Status:
Not started
Complete
Not started
In progress
Complete