Module 2 : Data Validation With Date

2.1 Introduction

Data validation allows you to restrict the type of data and number of characters that the user enters into a cell.

If a person ignores limitations and types them in anyway, an error message will pop up.

To set up data validation for dates, first go to the Data tab, and then find the Data Tools group.

Click on Data Validation. A dialog box will pop up - go to the Settings tab and find the Allow box.

Here, select Date. In the Data box, select what sorts of restrictions you would like to make, like allowing dates after a certain day.

Then, enter the start, end or specific date. TODAY is also a valid date.

When you are using a specific date from another cell (for instance, in the video we use cell H3), you will need to fix the cell with dollar signs (H3) in the Date field of the Data Validation options.

2.2 Video Instruction

Data Validation With Date – 2m 01s

2.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise Data Validation With Date in Excel using the video above as a reference.<?p>

Download Worksheet

Option #2: Worksheet without function

Download Worksheet

[Tweet "I just completed Module 2 of the Microsoft Excel Intermediate Course"]
