Module 4 : Data Validation with List Feature

4.1 Data Validation with List Feature

It is possible to create a dropdown list in a cell to allow only a selection of choices.

To do this, select one or more cells to validate. Then, on the Data tab, find the Data Tools group and click Data Validation. A pop-up box will appear and go to the Settings tab. In the Allow box, select List. Then, in the Source box, type in the list values separated by commas, which will define answer choices or inputted data. For example, if you want the answer choices to be limited to Yes or No, you would type Yes, No into the Source box.

You can also create your options by referring to a table. The best way to do this is by creating your data table, and then format it as an Excel Table. To do this, go to the Home tab, select Styles and then Format as Table. Here, you can choose the table style that works best for you.

Next, select the Body Range for the Data, which means that you highlight the portion of your table that is your list (a column or row within the table). Make sure to exclude the Header.

Now, instead of typing your list values in the data validation Source box, you would type an equal sign followed by the name of the Table that you previously defined (the header of the column; it must be exact).

Check the In-cell dropdown box so that your options appear.

4.2 Video Instruction

Data Validation with List Feature – 3m 34s

4.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise using the Data Validation with List Feature in Excel using the video above as a reference.
Download Worksheet

Option #2: Worksheet without functions
Download Worksheet

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