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# Excel 2013: Data Validation

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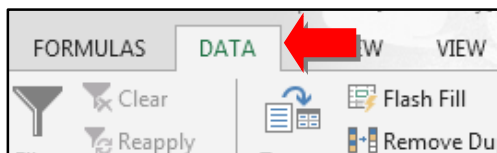
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## Data Validation

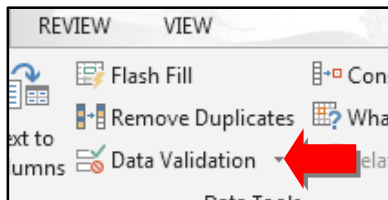
Excel 2013 allows you to validate data that is entered into cells. You can prevent users from entering invalid data, enter invalid data but give a warning, provide a message telling what type of data is allowed, and show an error message when the user types invalid data.

### Adding Data Validation

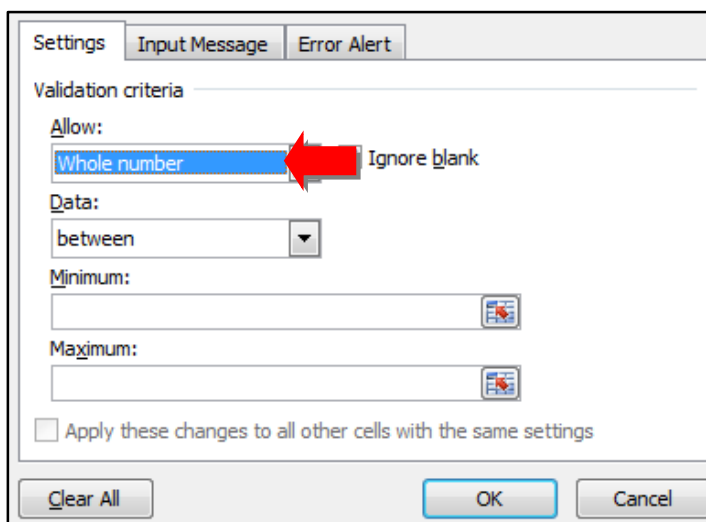
1. Select the cells for which you want to add data validation.
2. Select the **Data** tab.



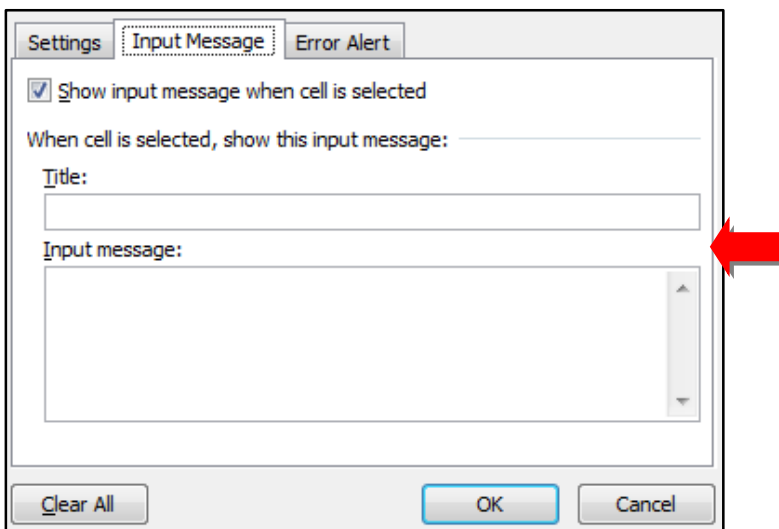
3. Select **Data Validation**.



4. On the **Settings** tab, set the type of data allowed in the cells.



5. On the **Input Message** tab, enter a message to show when the cell is selected.



Settings | **Input Message** | Error Alert

Show input message when cell is selected

When cell is selected, show this input message: \_\_\_\_\_

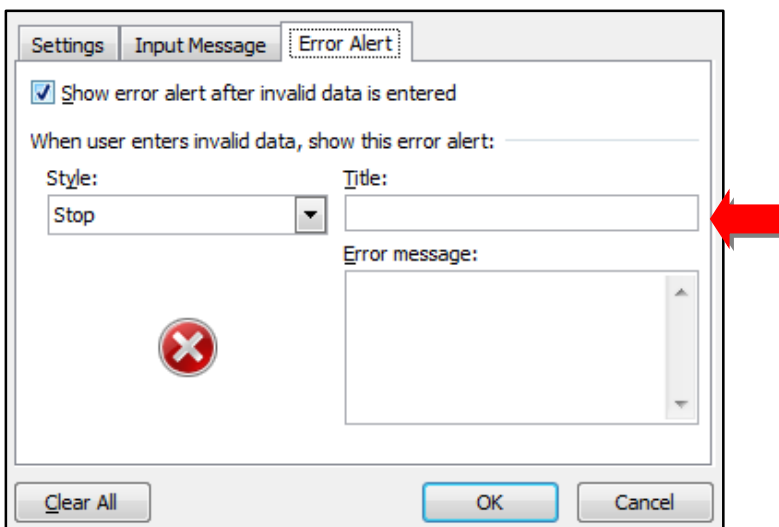
Title: \_\_\_\_\_

Input message: \_\_\_\_\_

Clear All | OK | Cancel

**Note:** To disable the Input Message, uncheck the box next to **Show input message when cell is selected**.

6. On the **Error Alert** tab:
  - a. Select the **Style**.
  - b. Enter the **Title**.
  - c. Enter the **Error Message**.



Settings | Input Message | **Error Alert**

Show error alert after invalid data is entered

When user enters invalid data, show this error alert: \_\_\_\_\_

Style: Stop | Title: \_\_\_\_\_

Error message: \_\_\_\_\_

Clear All | OK | Cancel

**Note:** To disable the Error Alert, uncheck the box next to **Show error alert after invalid data is entered**.

7. Select **OK**.

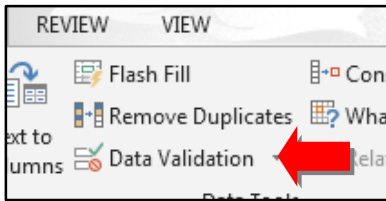
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## Removing Data Validation

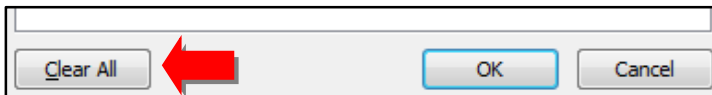
1. Select the cells for which you want to remove data validation.
2. Select the **Data** tab.



3. Select **Data Validation**.



4. Select **Clear All**.



5. Select **OK**.