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# Excel 2016: Data Validation

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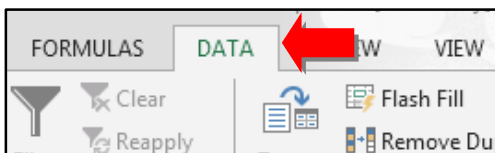
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## Data Validation

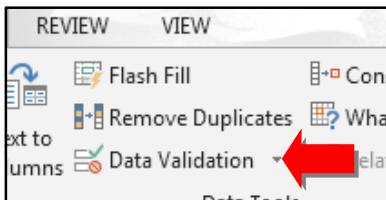
Excel 2016 allows you to validate data that is entered into cells. You can prevent users from entering invalid data, enter invalid data but give a warning, provide a message telling what type of data is allowed, and show an error message when the user types invalid data.

### Adding Data Validation

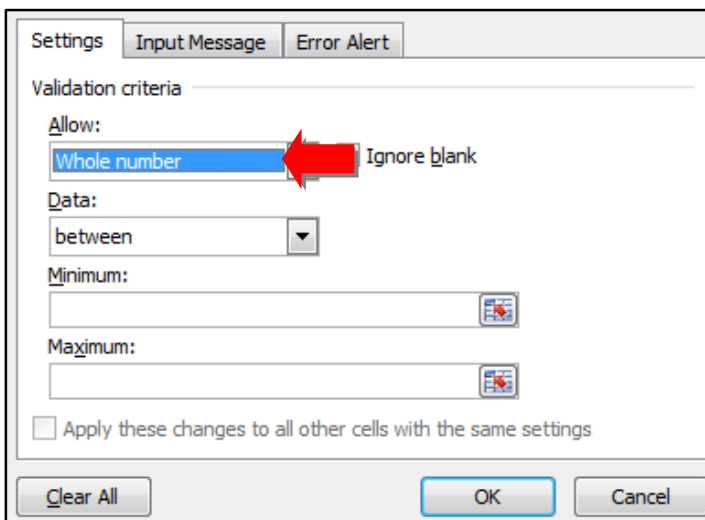
1. Select the cells for which you want to add data validation.
2. Select the **Data** tab.



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.

The screenshot shows a dialog box with three tabs: 'Settings', 'Input Message', and 'Error Alert'. The 'Input Message' tab is active. At the top, there is a checked checkbox labeled 'Show input message when cell is selected'. Below this, the text reads 'When cell is selected, show this input message:'. There are two input fields: 'Title' (empty) and 'Input message' (empty). A red arrow points to the 'Input message' text area. At the bottom, there are three buttons: 'Clear All', 'OK', and '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:
- Select the **Style**.
  - Enter the **Title**.
  - Enter the **Error Message**.

The screenshot shows the same dialog box with the 'Error Alert' tab active. At the top, there is a checked checkbox labeled 'Show error alert after invalid data is entered'. Below this, the text reads 'When user enters invalid data, show this error alert:'. There are three input fields: 'Style' (a dropdown menu set to 'Stop'), 'Title' (empty), and 'Error message' (empty). A red 'X' icon is visible in the lower-left area of the dialog. A red arrow points to the 'Title' field. At the bottom, there are three buttons: 'Clear All', 'OK', and 'Cancel'.

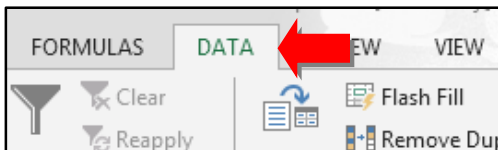
**Note:** To disable the Error Alert, uncheck the box next to **Show error alert after invalid data is entered**.

7. Select **OK**.

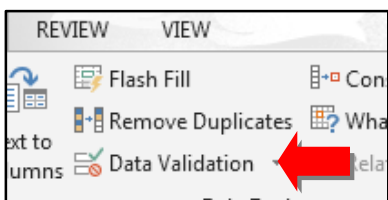
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## Removing Data Validation

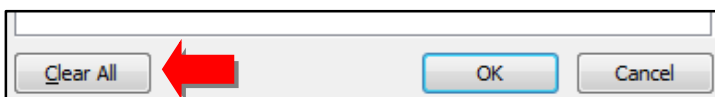
1. Select the cells for which you want to remove data validation.
2. Select the **Data** tab.



3. Select **Data Validation**.



4. Select **Clear All**.



5. Select **OK**.