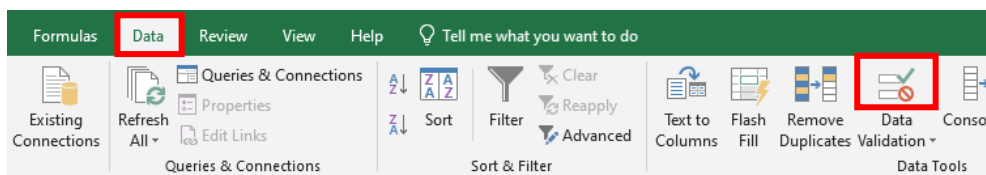
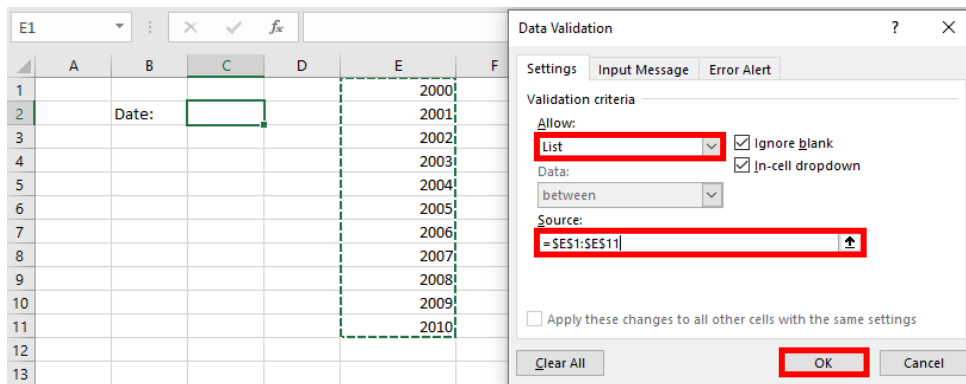

How to use Data Validation to make Drop-down Lists in Excel

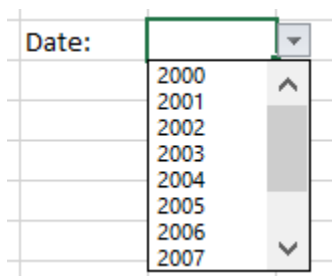
- 1) Create a list of selections. (Ex. Dates 2000 – 2010)
- 2) Highlight the cell you want the drop-down list in.
- 3) Go to the **Data** tab and click **Data Validation**.



- 4) Under **Allow**, select **List**.
- 5) Under **Source**, highlight your selections (Ex. 2000 – 2010) or type them in yourself.

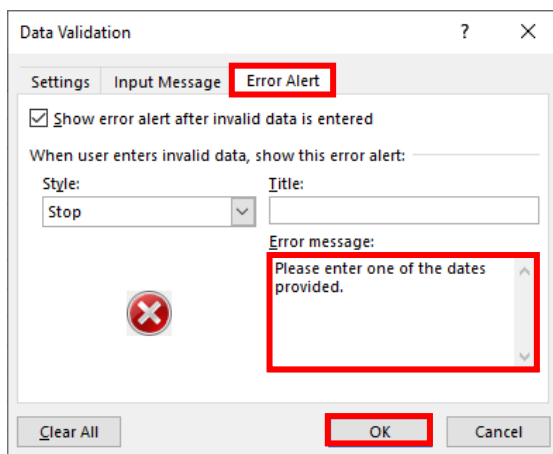


- 6) Hit **OK**. You should now have a drop-down list.

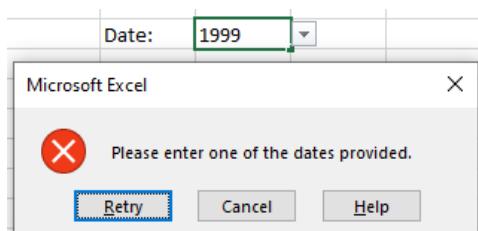


How to Restrict Data Entered using Data Validation in Excel

- 1) Go back to the **Data** tab and hit **Data Validation** again.
- 2) Select the **Error Alert** tab.
- 3) Enter in an error message and hit **OK**.



- 4) Now attempt to enter an opinion not in the drop-down list. An error message should appear stopping you from putting it in.



Note: You can select from the three types of error messages for different results:

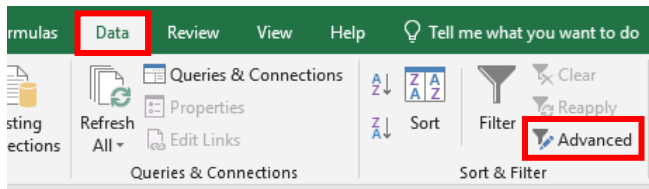
Completely prevents them from entering incorrect information. (stop)

Warns them about the incorrect information and requires them to click yes to continue. (warning)

Informs them the information is incorrect but doesn't stop them in any way. (information)

How to Filter Unique Values from Data in a Column in Excel

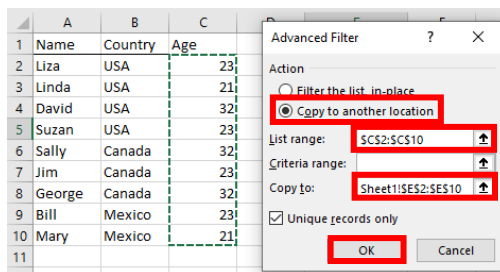
- 1) Create a table of information.
- 2) Go to the **Data** tab and click **Advanced**.



- 3) Select **Copy to Another Location**.

Note: If you want the data to appear where it originally was, skip steps 3 and 5.

- 4) For **List Range**, highlight the area you want to filter.
- 5) For **Copy To**, select the area you want the information to appear.
- 6) Select **Unique Records Only** and click **OK**.



- 7) Now all your information should be unique.

	A	B	C	D	E
1	Name	Country	Age		
2	Liza	USA	23		23
3	Linda	USA	21		21
4	David	USA	32		32
5	Suzan	USA	23		23
6	Sally	Canada	32		
7	Jim	Canada	23		
8	George	Canada	32		
9	Bill	Mexico	23		
10	Mary	Mexico	21		