

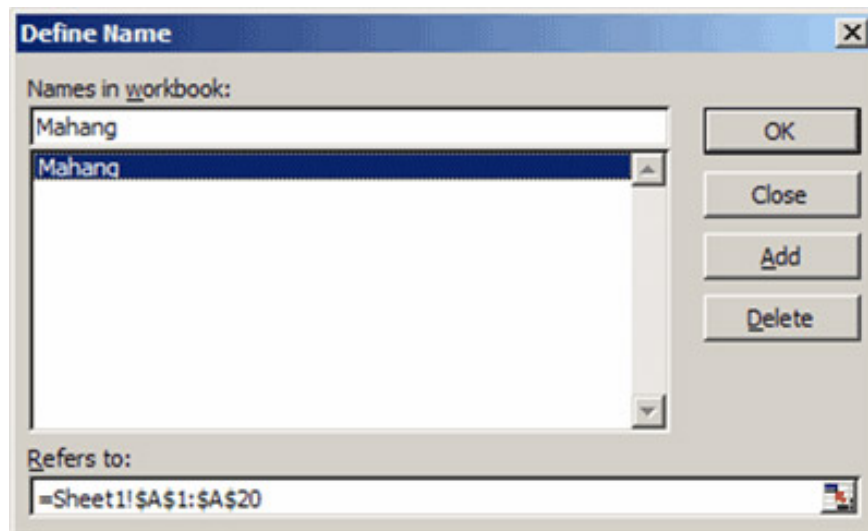
Check data entry in Excel

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For example, when checking product codes, suppose you have a product code contained in the range A1: A20 of Sheet1 , the item code entry part in range A1: A10 in Sheet2 .

To make it easier to manage this range, name it by selecting *Insert à Name à Define* , naming the Sheet1! A1: A20 area as **Mahang** , clicking *OK* .



To enter the test conditions for this region, do the following:

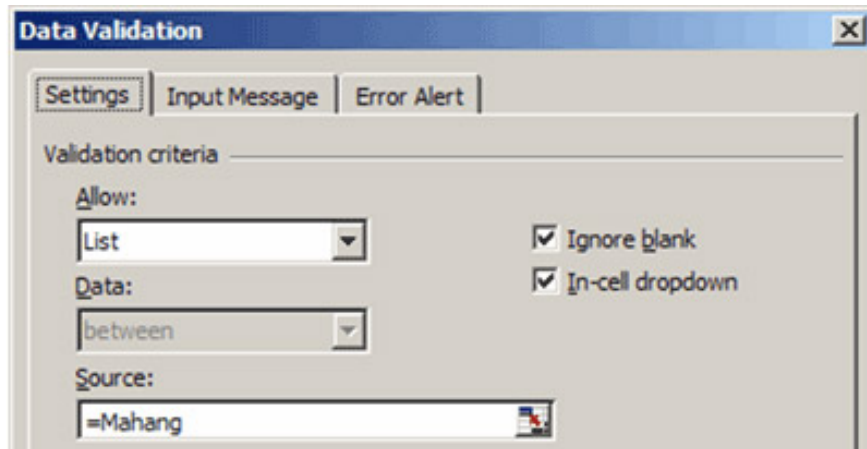
Go to Sheet2 à Select area A1: A10 **and** Select *Data and Data Validation* .

On the *Settings tab* , *Validation Criteria* select *Allow : List* , *Source* enter = **Mahang** , check the *Ignore Blank* box if you want to ignore the empty boxes, *In-cell dropdown* box if you want a drop-down list box.

Switch to the *Input Message* tab, enter the instructions, select *Show input* . if you want the instructions to appear when the cell is selected.

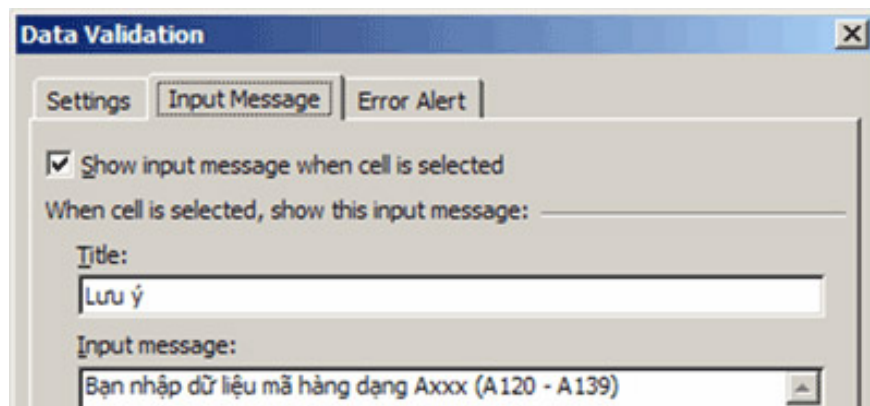
Switching to the *Error Alert* tab enter the warning information when it is entered incorrectly, select *Show error* . if you want to show the warning information.

Click *OK* .



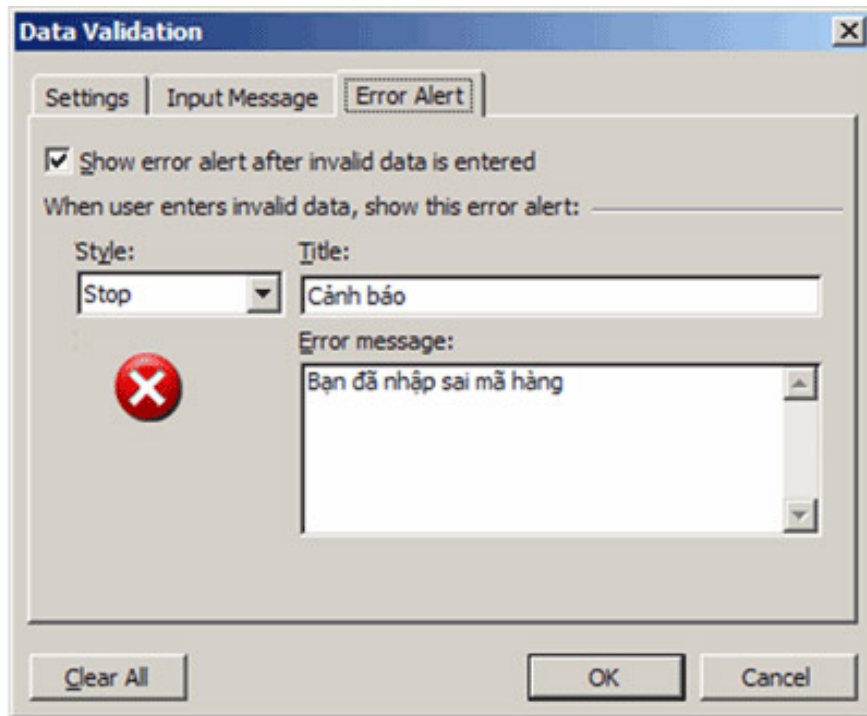
The screenshot shows the 'Data Validation' dialog box with the 'Settings' tab selected. The 'Validation criteria' section is visible, with the following settings:

- Allow:** List
- Data:** between
- Source:** =Mahang
- Ignore blank
- In-cell dropdown

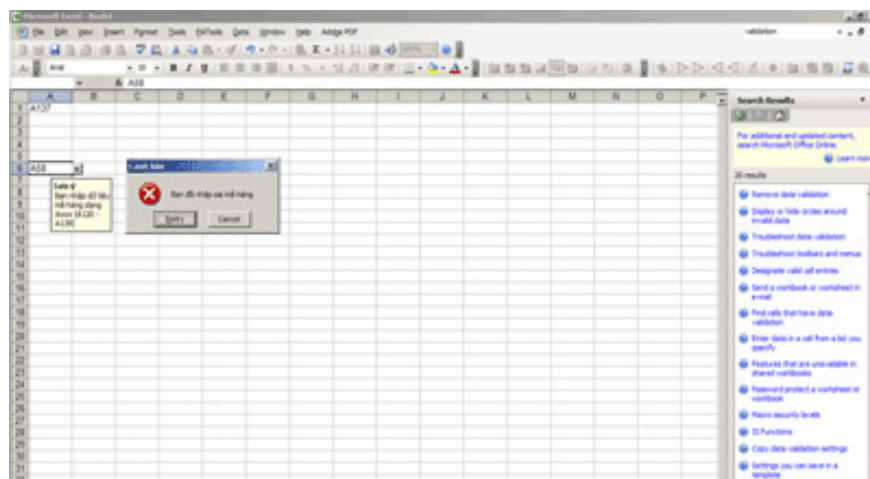
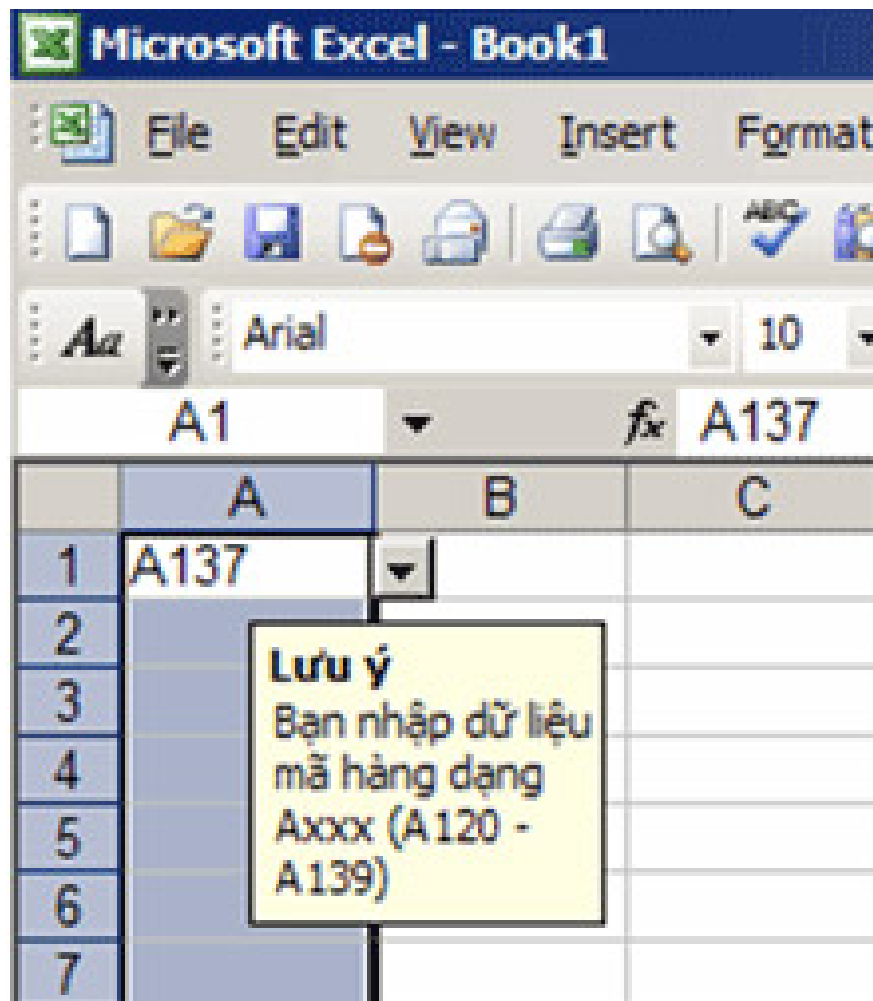


The screenshot shows the 'Data Validation' dialog box with the 'Input Message' tab selected. The following settings are visible:

- Show input message when cell is selected
- When cell is selected, show this input message:**
- Title:** Lưu ý
- Input message:** Bạn nhập dữ liệu mã hàng dạng Axxx (A120 - A139)



Now when entering data in Sheet2! A1: A10 area , a *Dropdown List* box appears and almost certainly you don't have a chance to enter the wrong code!



In addition, you can refer to other advanced data entry techniques at the following websites:

- English: www.contextures.com/tiptech.html, download the example file www.contextures.com/DataValSample.zip

- Vietnamese: www.webketoan.com, www.giaiphapexcel.com

(<http://www.giaiphapexcel.com/forum/showthread.php?t=98&highlight=Data+Validation>).

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