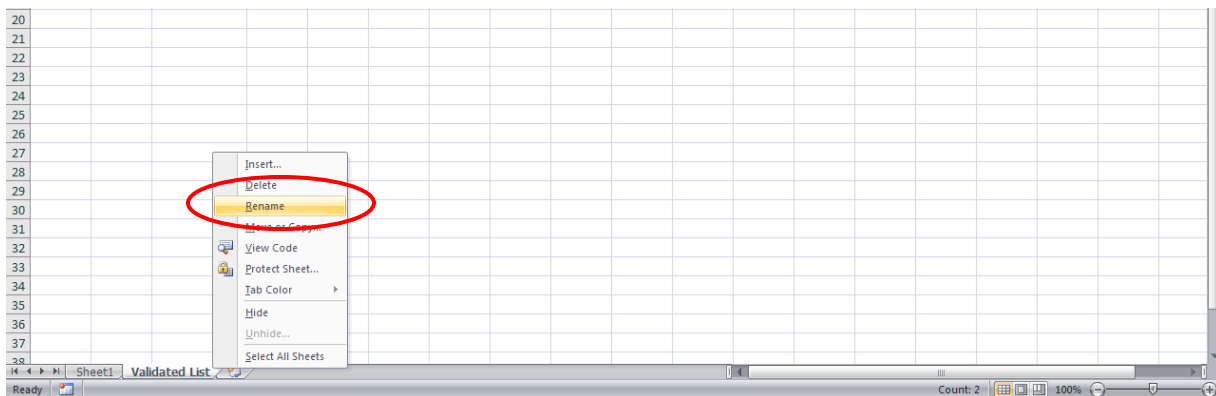




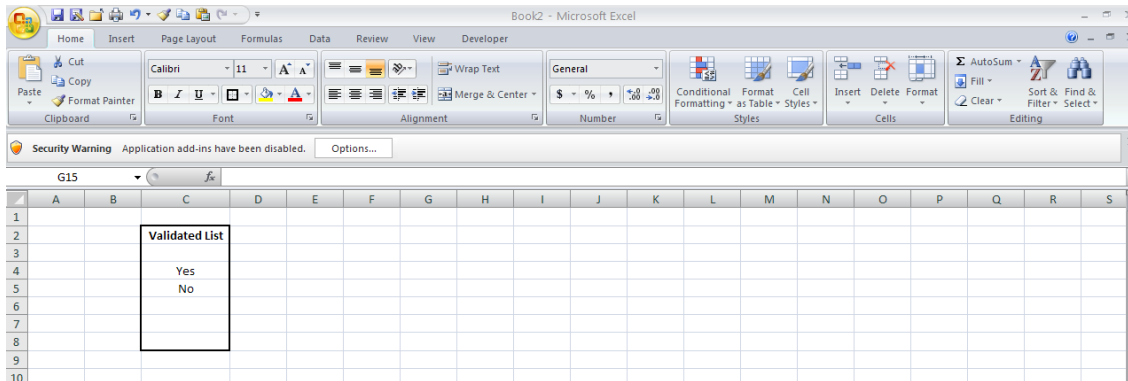
## Validate Data

This document describes how to validate data or create a drop down list of options in Microsoft Excel. These instructions assume you are using Microsoft Excel version 2007. Drop down lists are great when you need to ensure data is entered consistently in a spreadsheet. Our [Checkbook Register](#) spreadsheet uses two validated lists; one for Transaction Type and one for Category. View our [Checkbook Register](#) to get a better understanding of how validated lists work.

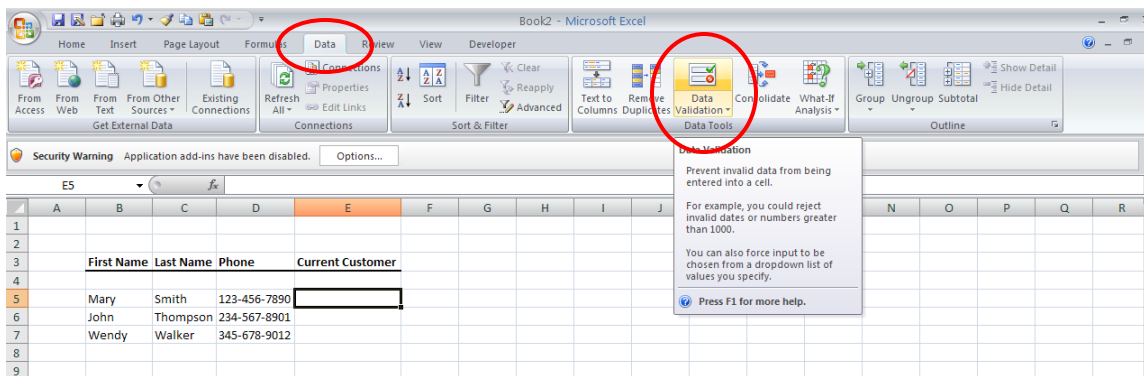
1. Open or create a spreadsheet that includes a cell/field you want to create a drop down list in (validated list.) Select **Sheet2** and **Rename** that sheet to represent your validated list. In the following examples, we will make a simple Yes / No validated list.



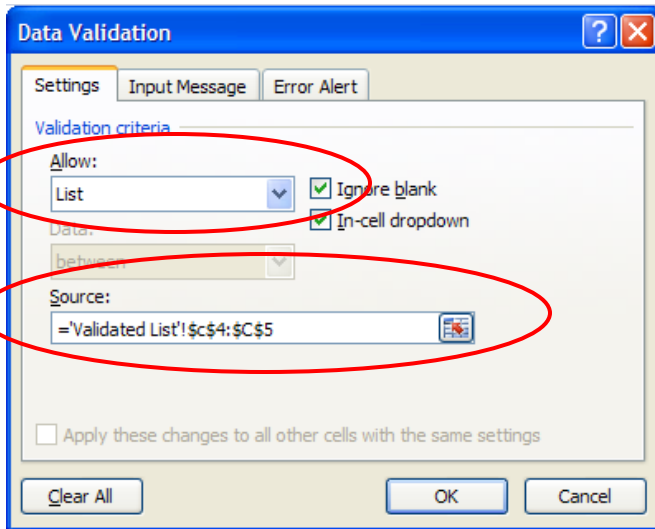
2. Enter your validated list of options into a single column in your newly named **Sheet2**. See below.



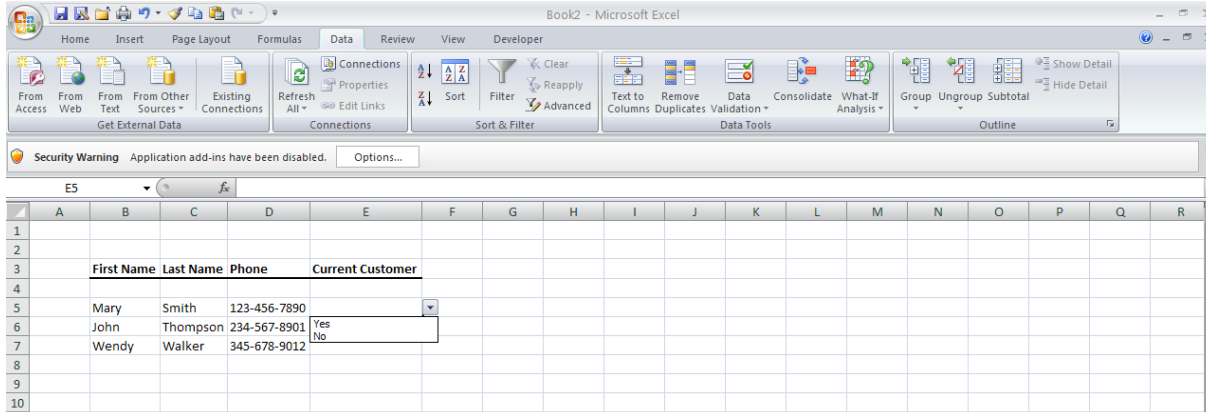
3. Open **Sheet1** and select the field (cell) you want to create your validated list in. Then select the **Data** ribbon, and then the **Data Validation** icon.



4. In the Data Validation window, select **List** in the **Allow** field, and enter your **source** as “='<Name of your Validated List Spreadsheet/Tab>'!<Cell Range Containing your List>”. See example below.



5. The result will be a validated drop down list in **Sheet1**. See below.



6. Repeat these same steps for any other cells you want to validate. You can put the contents of all validated lists onto the same spreadsheet (**Sheet2**), or create a separate spreadsheet/tab for each.