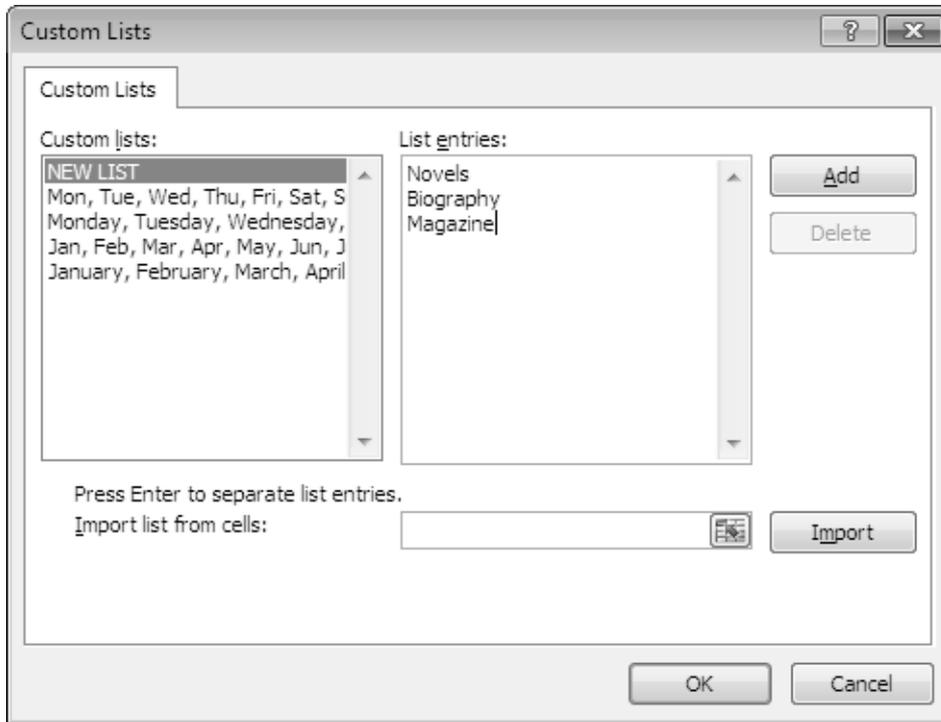


## Creating a custom lists

### Entering a new list

- ☐ Click the **File** tab, then **Options**.
- ☐ Select **Advanced**, go to the **General** section and click the **Edit Custom Lists** button.
- ☐ In the **Custom Lists** box, click **New List**, even if this option is already selected. In the **List entries** box, enter your data, separating each one with the **↵** key.



- ☐ Click **Add**.
- ☐ To import a new list from a worksheet, click the  button located at the far right of the **Import list from cells** box. Select the cells containing the series you want to retrieve.

	A	B	C	D	E	F	G	H	I	J
1	Name	First Name	Job	Town	Hire date	Seniority	Salary	Bonus	TOTAL	
2	DUPONT	Alan	Accountant	Manchester	1/6/02	8 years	€ 1,498.75	€ 299.75	€ 1,798.50	
3	AUBERT	Patrick	Chef	Manchester	1/5/00	10 years	€ 1,594.56	€ 318.91	€ 1,913.47	
4	BRIANT	Claude	Waiter	Manchester	1/11/05	4 years	€ 1,251.75	€ 250.35	€ 1,502.10	
5	MARTIN	Thierry	Accountant	London	15/11/01	8 years	€ 1,358.72	€ 271.74	€ 1,630.46	
6	MALOY	Marine	Cook	London	15/9/02	7 years	€ 1,689.00	€ 337.80	€ 2,026.80	
7	DURAND	Audrey	Receptionist	Manchester	1/9/04	5 years	€ 1,460.00	€ 292.00	€ 1,752.00	
8	GALAGHER	Mary	Waitress	London						
9	CROVIER	Peter	Waiter	Manchester						

When you are happy with the selection, click the  button to confirm your selection and return to the **Options** dialogue box. Click the **Import** button to add the new list at the end of the **Custom lists**.

*The new list appears at the end of the existing lists and each data item is separated from the next by a comma.*

- ☐ Click **OK** once to close the **Custom Lists** dialogue box; a second time to close the **Excel Options** dialogue box.
- ☞ A custom list is used in the same way as any other list. Type the first value of the list in a cell and drag that cell's fill handle for the other list items to be filled in.

## Data

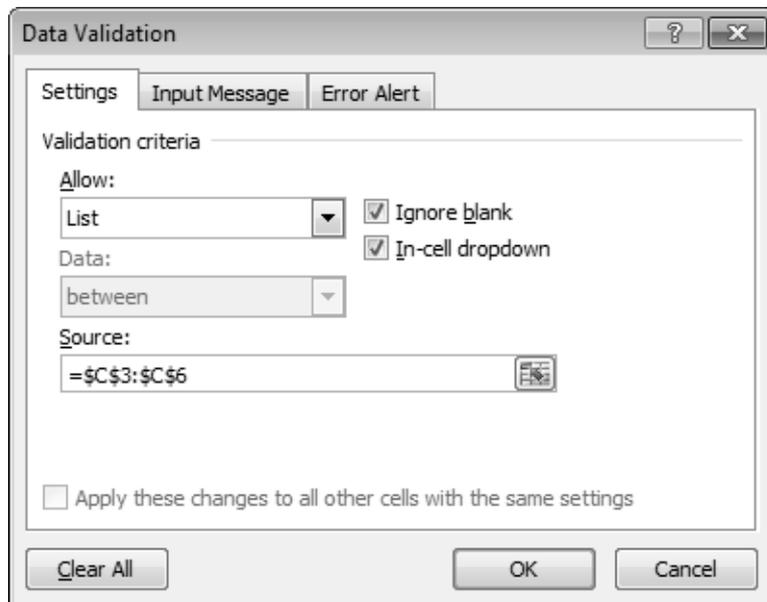
### Modifying/deleting custom lists

- ☐ Go to the **Custom Lists** dialogue box (**File** tab - **Options** button - **Advanced** category - **General** section - **Edit Custom Lists** button).
- ☐ To modify a custom list, click the list under **Custom Lists**.  
Make your changes in the **List entries** box: add or remove characters or entries.
- ☐ To delete a custom series, select the series you want to delete in the **Custom lists** box and click **Delete**. Confirm the deletion by clicking **OK** on the **Microsoft Excel** dialogue box that appears.
- ☐ Click **OK** once to close the **Custom Lists** dialogue box; a second time to close the **Excel Options** dialogue box.

### Creating a drop-down list

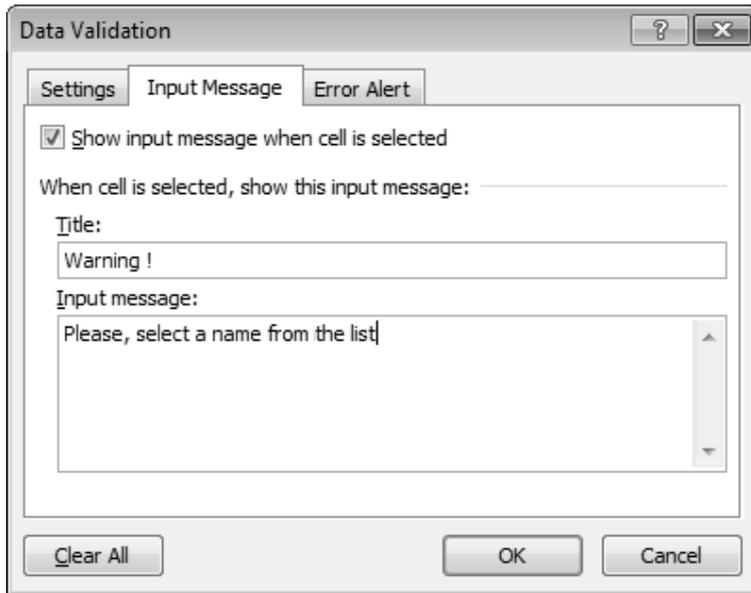
*You can create a drop-down list of entries that are compiled from cells elsewhere in the workbook. When you create a drop-down list for a cell, it displays an arrow in that cell. To enter information in that cell, click the arrow, and then click the entry that you want.*

- ☐ Type the list entries in a single column or row ending with a blank cell.  
*You can sort the data into the order in which you want it to appear in the drop-down list.*
- ☐ If you want to create the list on a worksheet other than the one where the data will be entered, create a named range for the cells containing the entries (Cf. Named areas).
- ☐ Select the cell(s) in which you want a drop-down list to appear.
- ☐ Under the **Data** tab, go to the **Data Tools** group and click **Data Validation**.  
*The **Data Validation** dialogue box appears.*
- ☐ Under the **Settings** tab, open the **Allow** list and click **List**.
- ☐ If the list is in another worksheet, go to the **Source** box and type the = (equals) sign followed by the name given to the cells. To select entries from a list in the current worksheet, click the  button in the **Source** box. Select the cells containing the drop-down list entries then click the  button to maximise the dialogue box again.

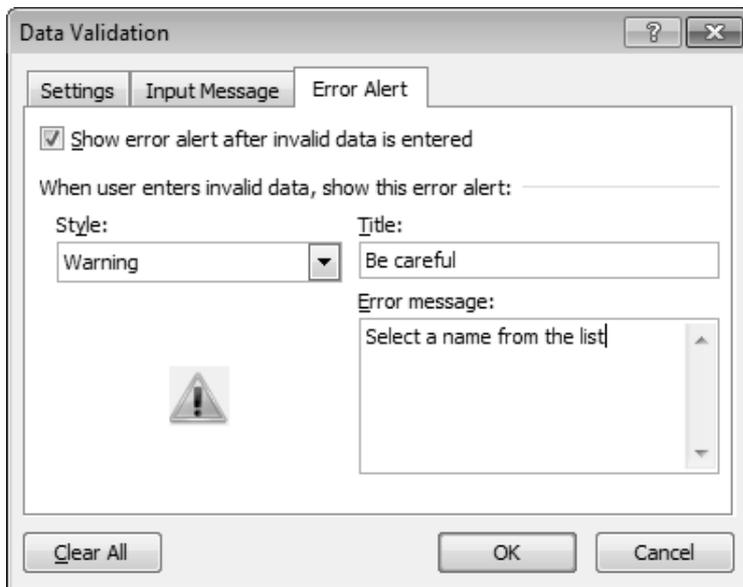


*Whichever solution you choose, the name or selection is preceded by the = (equals) sign.*

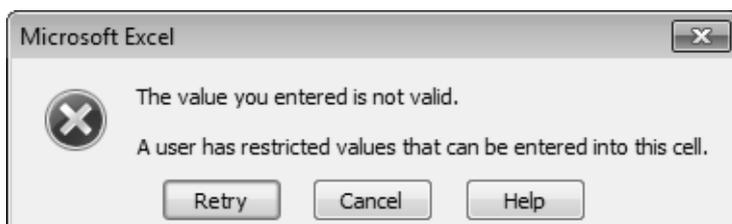
- ☐ To specify that the cell can be left blank, select the **Ignore blank** check box.
- ☐ To specify the message that will be displayed in a ScreenTip when you click on the cell containing the drop-down list, click the **Input Message** tab and make sure the **Show input message when cell is selected** check box is selected.  
Type the title and text for the message (up to 225 characters) in the **Input message** box.



- ☐ Specify how you want Excel to respond when invalid data is entered: Click the **Error Alert** tab, and make sure that the **Show error alert after invalid data is entered** check box is selected. Select one of the following options from the **Style** box:
  - Stop** to prevent entry of invalid data and display a message.
  - Warning** to display a warning message that does not prevent entry of invalid data.
  - Information** to display an information message that does not prevent entry of invalid data.Type the title of the message in the **Title** box, and the text in the **Error message** box.



- ☐ Click **OK**.  
*If you do not specify the error alert settings, the following default message appears:*



*You cannot enter data which is not in the drop-down list.*

**Data**

- ☞ The width of the drop-down list is determined by the width of the cell that contains the data.  
To delete a drop-down list, select the **Data Validation** dialogue box (**Data** tab - **Data Tools** group - **Data Validation** button) for the cell containing the drop-down list you want to delete, and click the **Clear All** button from any tab in the dialogue box.

- ☞ If the entries for the drop-down list are on another worksheet and you want to prevent users from seeing it or making changes, consider hiding and/or protecting that worksheet.

**Defining acceptable data**

*With this setting you can limit the type of data allowed in one or more cells by defining validation criteria.*

Defining validation criteria

- ☐ Select the cells whose data you want to restrict.
- ☐ Select the **Data** tab, go to the **Data Tools** group and click the **Data Validation** button.  
*The **Data Validation** dialogue box appears.*
- ☐ Under the **Settings** tab, open the **Allow** list and select an option based on the type of data you want to allow in the cell:
 

<b>Any value</b>	no restrictions.
<b>Whole number</b>	data must be a whole number.
<b>Decimal</b>	data must be a whole number or a fraction.
<b>List</b>	this option allows you to restrict data to that contained in drop-down list (see previous paragraphs).
<b>Date</b>	data should be a date.
<b>Time</b>	data should be a time.
<b>Text length</b>	this option allows you to define how many characters a cell can contain.
<b>Custom</b>	this option allows you to enter a formula to define acceptable data.
- ☐ If you choose **Whole number**, **Decimal**, **Date**, **Time** or **Text length** you will also have to select an operator in the **Data** list. Then, fill in the other options depending on the operator you have chosen.

The screenshot shows the 'Data Validation' dialog box with the 'Settings' tab selected. The 'Validation criteria' section is visible, showing 'Allow:' set to 'Whole number', 'Ignore blank' checked, and 'Data:' set to 'between'. The 'Minimum:' field is '0' and the 'Maximum:' field is '10'. There are 'Clear All', 'OK', and 'Cancel' buttons at the bottom.

*These validation criteria allow data in whole number or decimal form between 0 and 10 inclusive.*

- ☐ If you choose the **Custom** option, enter the formula in the **Formula** text box starting with an = (equals) sign. The formula must be of the logical type giving a TRUE or FALSE result.
- ☐ Whatever the type of data you allow, select the **Ignore blank** option if you accept blank cells.

## Optimising data entry

- To specify the message that will be displayed in a ScreenTip when you click on the cell containing the drop-down list, click the **Input Message** tab and make sure the **Show input message when cell is selected** check box is selected.

Enter the message title in the **Title** box and the message text in the **Input message** box.

- Indicate what Excel should do when invalid data is entered: click the **Error Alert** tab and make sure that **Show error alert after invalid data is entered** is checked.

Select one of the following options in the **Style** list:

**Stop** to display a message and prevent input of invalid data.

**Warning** to display a warning message that does not prevent the entry of invalid data.

**Information** to display an information message that does not prevent the entry of invalid data.

Enter the message title in the **Title** box, and the message text in the **Error message** box.

- Click **OK**.

The buttons that appear in the error message change according to the style you have chosen, providing you with the option to allow or prevent the entry.



This example features a **Stop message**: the user can enter the data by clicking **Retry**.

### Circling invalid data

This function allows you to circle cells containing data that does not satisfy the validation criteria.

- Select the **Data** tab, go to the **Data Tools** group and click the **Data Validation** button.
- Click **Circle Invalid Data**.

	A	B	C
1	<b>1st Year Spanish</b>		
2	SEMESTER 1		
3	Student Name	Oral expression	Written expression
4	ABBOTT Rebecca	18	22
5	BARNES Linda	15	21
6	DASILVA Paola	22	18
7	EGGERTON Melissa	14	17
8	KELSEY Natalie	13	18
9	LILIPUT Leila	14	19
10	McFEHERTY Mary	19	16
11	NAUGHTON Olivia	17	8
12	POTTS Penelope	23	20
13	PULLMAN Germaine	20	19
14	ROWLINS Amelia	18	19
15	RECKHARDT Una	14	16
16	SANDERS Victoria	11	9
17	STUBBS Jessica	9	13
18	THOMSON Stellan	20	19
19	UCKNICK Ana	19	18
20			

In this example, grades must be greater than 10.

- To hide the red circles, select the **Data** tab, go to the **Data Tools** group, click the **Data Validation** button and click **Clear Validation Circles**.

**Data****Adding comments to cells**

*This feature adds a comment to cells.*

Creating a comment

- ☐ Select the cell where you want to start.
- ☐ Select the **Review** tab, go to the **Comments** group and click **New Comment**.
- ☐ Enter the comment text.

*The comment is entered directly into a ScreenTip. Use  to change lines.*

- ☐ Press  or click outside the box to stop entering text.

Maths	English	Project (10)	RESULTS
11	10	7	28
10	11	6	27
13	12	7	32
14	15	5	34
14	13	9	36
14	15	10	39
15	16	8	39
17			40
19			42
18			43
16			42
18			44
19	19	7	45

*A ScreenTip appears with the user name.*

*By default, a red triangle marks the top right corner of a cell that contains a comment.*

Displaying comments

- ☐ To display a comment, simply point to the cell that contains the red triangle.
- ☐ To display comments one after another, click the **Previous** and/or **Next** buttons (**Review** tab - **Comments** group).
- ☐ To display all comments at once, click **Show All Comments** (**Review** tab - **Comments** group).
- ☐ To modify the general display of the comments, click the **File** tab, then **Options**. In the **Advanced** category, under **Display**, select either **No comments or indicators**, **Indicators only**, and **comments on hover**, or **Comments and indicators**. Confirm.
- ☞ To edit a comment, click the cell containing the comment to edit, click the **Edit Comment** button (**Review** tab - **Comments** group). Make your changes then press .
- To delete a comment, click the cell containing the comment to delete, then click the **Delete** button (**Review** tab - **Comments** group).