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Tip Category: Data Validation

Question: When entering in dates, have you ever needed to ensure the end date is greater than the start date?

Answer: This can be done by using **Data Validation**.

	A	B
1	Start Date	End Date
2	14/01/2007	
3	01/03/2007	
4	23/04/2007	
5	15/06/2007	
6	07/08/2007	
7	29/09/2007	
8	21/11/2007	

Microsoft Excel 2003 process:

1. Select the **range** of cells you would like to apply Data Validation (B2:B8)
2. From the **Menu** bar, select **Data, Validation**
3. Enter in the **below**:

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow: Date Ignore blank

Data: greater than

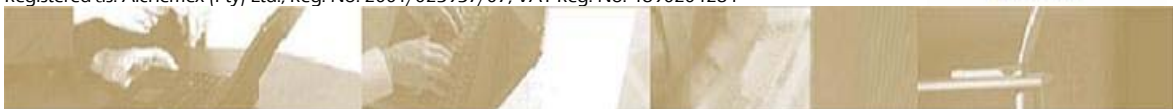
Start date: =A2

Apply these changes to all other cells with the same settings

Clear All | OK | Cancel

4. Select **OK**
5. You can now enter in the dates and if you happen to enter in a date less than the start date, you will get an error

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Microsoft Excel 2007 process:

1. Select the **range** of cells you would like to apply Data Validation (B2:B8)
2. From the **Data** tab, in the **Data Tools** group, select **Data Validation**
3. Enter in the **below**:

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow: Date Ignore blank

Data: greater than

Start date: =A2

Apply these changes to all other cells with the same settings

Clear All | OK | Cancel

4. Select **OK**
5. You can now enter in the dates and if you happen to enter in a date less than the start date, you will get an error

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