

Data Tab

Data Form

The data form in Excel allows you to add, edit and delete records (rows) and display only those records that meet certain criteria. Especially when you have wide rows and you want to avoid repeated scrolling to the right and left, the data form can be useful.

Excel Data Validation

Data validation can help control what a user can enter into a cell. You can use data validation to make sure a value is a number, a date, or to present a dropdown menu with predefined choices to a user. This guide provides an overview of the data validation feature

Consolidate

The consolidate function in Excel allows an analyst to combine information from multiple workbooks into one place. The Excel consolidate function lets you select data from its various locations and creates a table to summarize the information for you