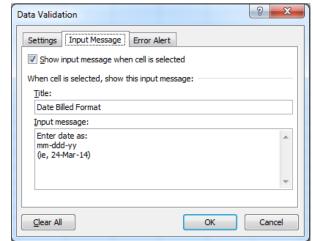# Excel: Be a Tipster

If you're creating a spreadsheet into which someone else must do the data entry it might be wise offer them instructions – to guard against erroneous data entry.

You can add a Data Validation INPUT MESSAGE – without having to add any Data Validation:

1. Select the cells to which you want to add the (same) instructional message.
2. On the DATA tab – choose DATA VALIDATION.
3. When the DATA VALIDATION window appears – click the INPUT MESSAGE tab.
4. In the TITLE box, type whatever title you want to see atop the pop-up message box (in the above example, *Date Billed Format* was typed in the Title box.
5. In the INPUT MESSAGE box, type your instructional text. Notice (by the example above) that multiple lines (ie, Enters) are allowed.
6. Click OK.
7. Now, any time anyone (the cellpointer) is in that cell – the pop-up will automatically appear. This feature differs from Inserting a Comment in that with a comment, you must point the *mouse* at the cell in order to see a comment pop-up.