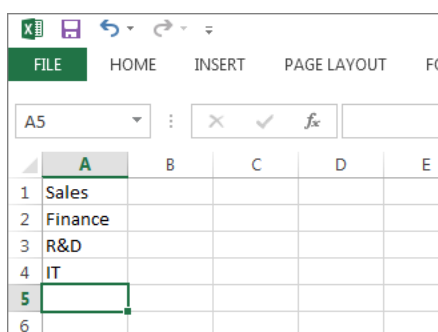


## DID YOU KNOW?

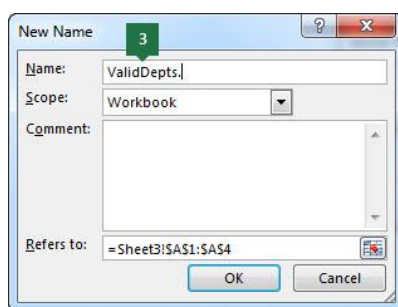
### How to create a drop-down list Ms-Excel

You can provide a more efficient worksheet by using drop-down lists in cells where people can make a Yes or No choice, pick a date from a calendar, or pick from another list you insert. Someone using your worksheet clicks an arrow, and then clicks an entry in the list

- 1) On a new worksheet, type the entries that you want to appear in your drop-down list. The entries should be in a single column or row without any blank cells, like this

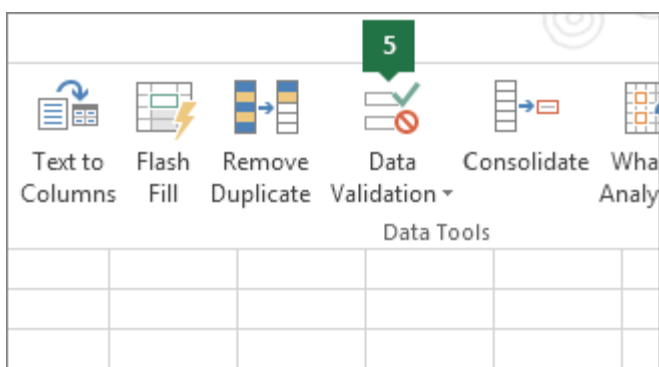


- 2) Select all of your entries, right-click, and then click Define Name.
- 3) In the Name box, type a name for your entries, for example, ValidDepts., and then click OK. Be sure your name doesn't have any spaces in it. This name won't show up in your list, but you need to name it so you can link it to your drop-down list.



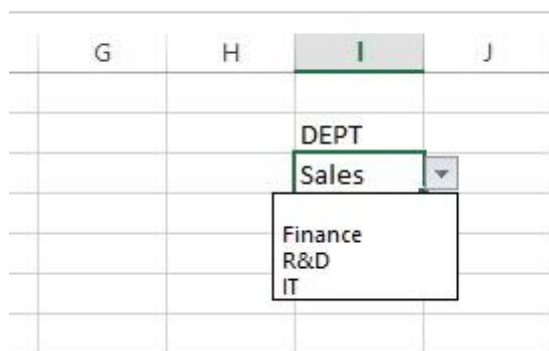
- 4) Click in the cell in the worksheet where you want the drop-down list.

5) Click Data >Data Validation.



6) On the Settings tab, in the Allow box, click List.

7) In the Source box, type and equal sign (=), immediately followed by the name you gave your list in step 3. For example, =ValidDepts..



**THANK YOU**