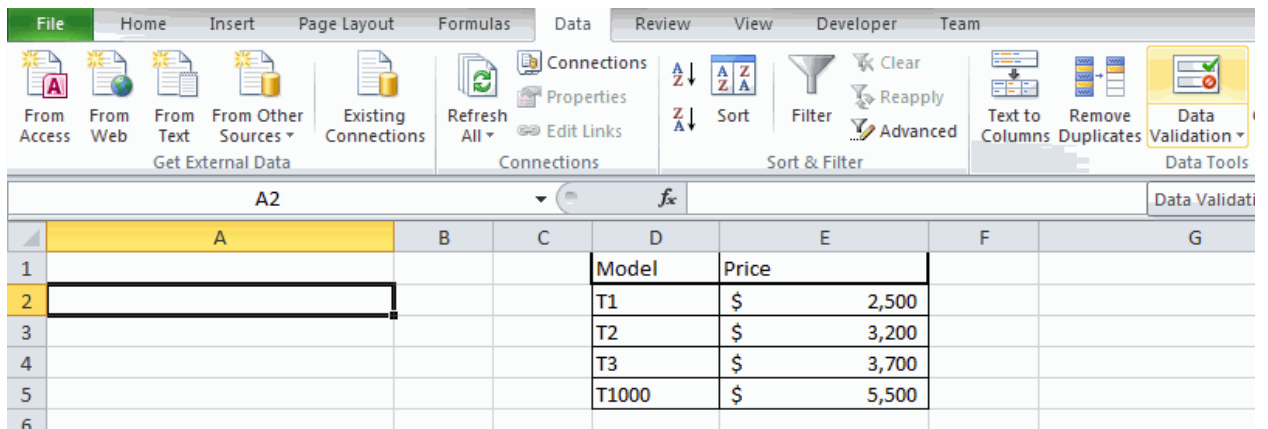


Instructions creating a data validation list:

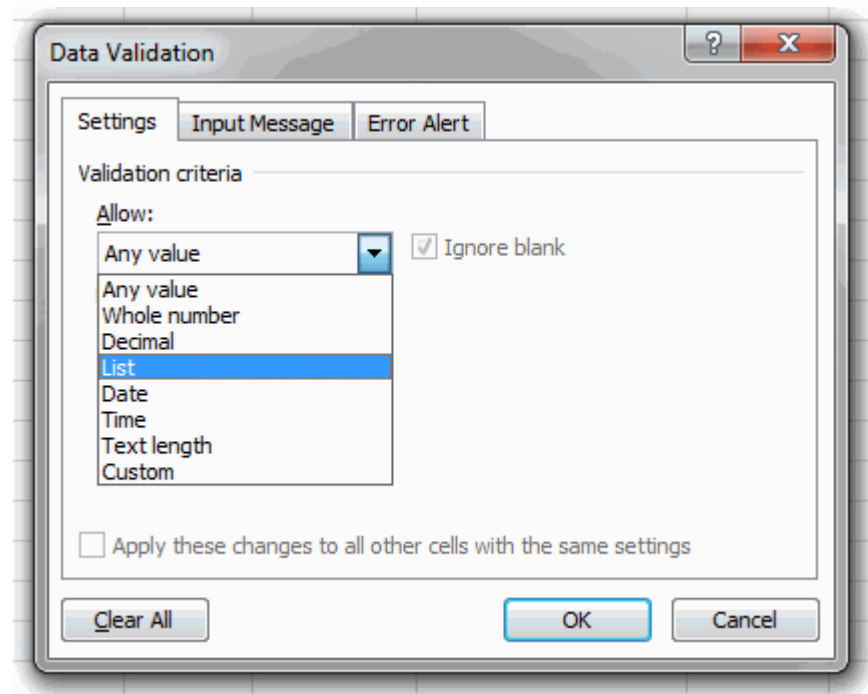
1. Select the cell you want the list to be inside of.

	A	B	C	D	E
1				Model	Price
2				T1	\$ 2,500
3				T2	\$ 3,200
4				T3	\$ 3,700
5				T1000	\$ 5,500

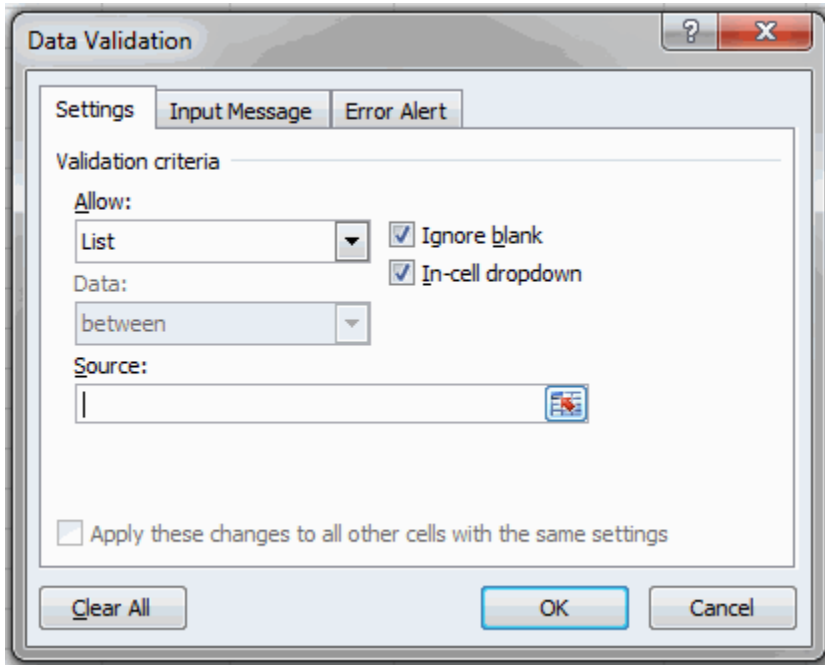
2. Choose data validation from the Data Tab in the Menu Ribbon



3. The data validation window will appear. You will be able to choose "List" from the "Allow:" dropdown menu.



4. The "Source:" text box will appear for you to enter the range of cells you want for the list's source. Press the red arrow (next to the text box) to select the cells on your spreadsheet.



The Data Validation dialog box is shown with the 'Settings' tab selected. The 'Validation criteria' section has 'Allow:' set to 'List', 'Data:' set to 'between', and 'Source:' is empty. The 'Ignore blank' and 'In-cell dropdown' checkboxes are checked. The 'Apply these changes to all other cells with the same settings' checkbox is unchecked. The 'Clear All', 'OK', and 'Cancel' buttons are at the bottom.

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow: List

Data: between

Source:

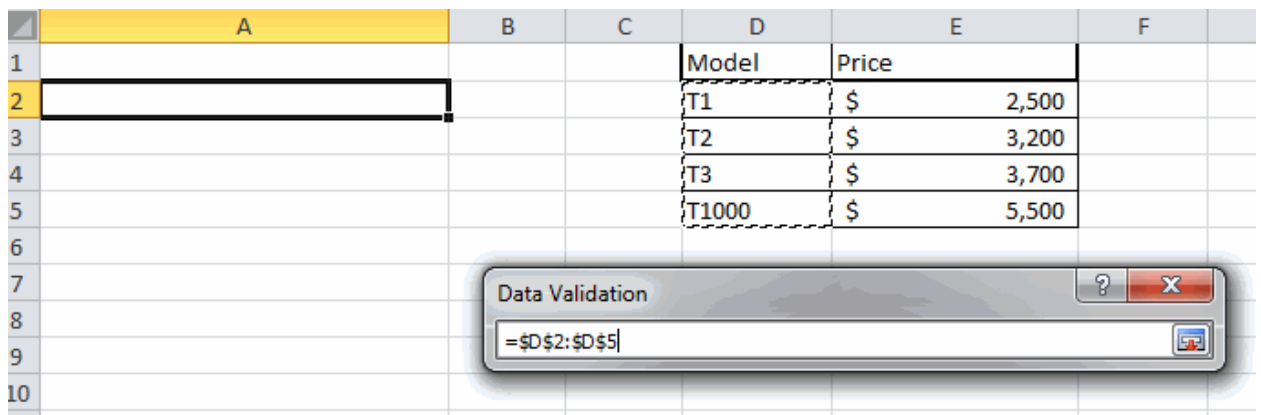
☒ Ignore blank

☒ In-cell dropdown

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

5. Select the range of cells for the list. Press the red arrow again to go back in the data validation window.



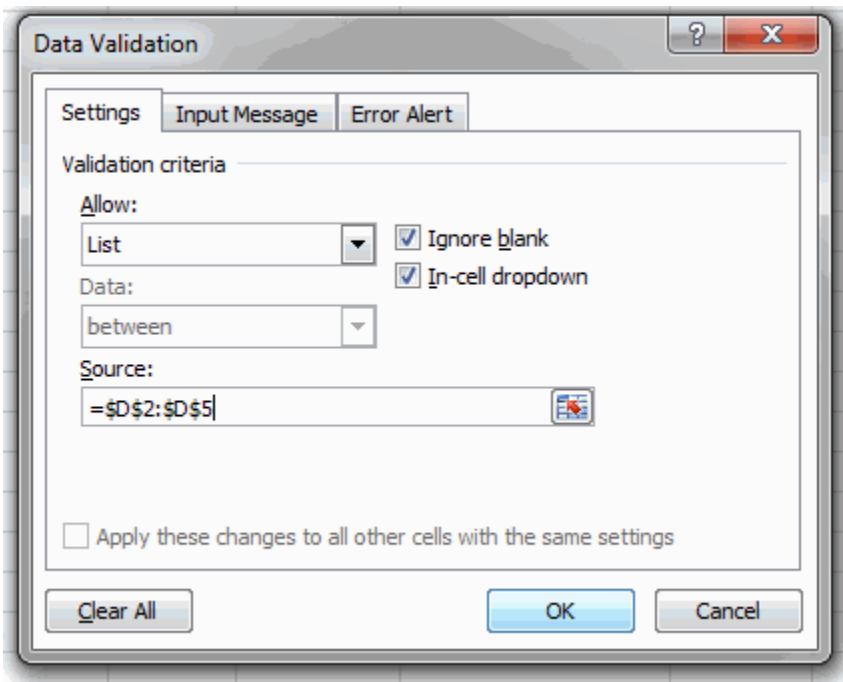
The screenshot shows an Excel spreadsheet with columns A through F and rows 1 through 10. Column A is highlighted in yellow. Cell A2 is selected. The Data Validation dialog box is open, showing the formula bar with the text '=\$D\$2:\$D\$5'. The dialog box is positioned over the bottom right of the spreadsheet.

	A	B	C	D	E	F
1				Model	Price	
2				T1	\$ 2,500	
3				T2	\$ 3,200	
4				T3	\$ 3,700	
5				T1000	\$ 5,500	
6						
7						
8						
9						
10						

Data Validation

=\$D\$2:\$D\$5

6. Press "OK"



The image shows the 'Data Validation' dialog box in Microsoft Excel. The 'Settings' tab is selected. Under 'Validation criteria', the 'Allow' dropdown is set to 'List'. The 'Data' dropdown is set to 'between'. The 'Source' field contains the formula '=D\$2:\$D\$5'. The 'Ignore blank' and 'In-cell dropdown' checkboxes are both checked. At the bottom, there is a checkbox for 'Apply these changes to all other cells with the same settings' which is unchecked. The 'OK' button is highlighted.

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow: List ☒ Ignore blank ☒ In-cell dropdown

Data: between

Source: =D\$2:\$D\$5

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

7. A dropdown list will now appear inside the cell.

	A	B	C	D	E
1				Model	Price
2				T1	\$ 2,500
3	T1			T2	\$ 3,200
4	T2			T3	\$ 3,700
5	T3			T1000	\$ 5,500
6	T1000				
7					