Instructions creating a data validation list:
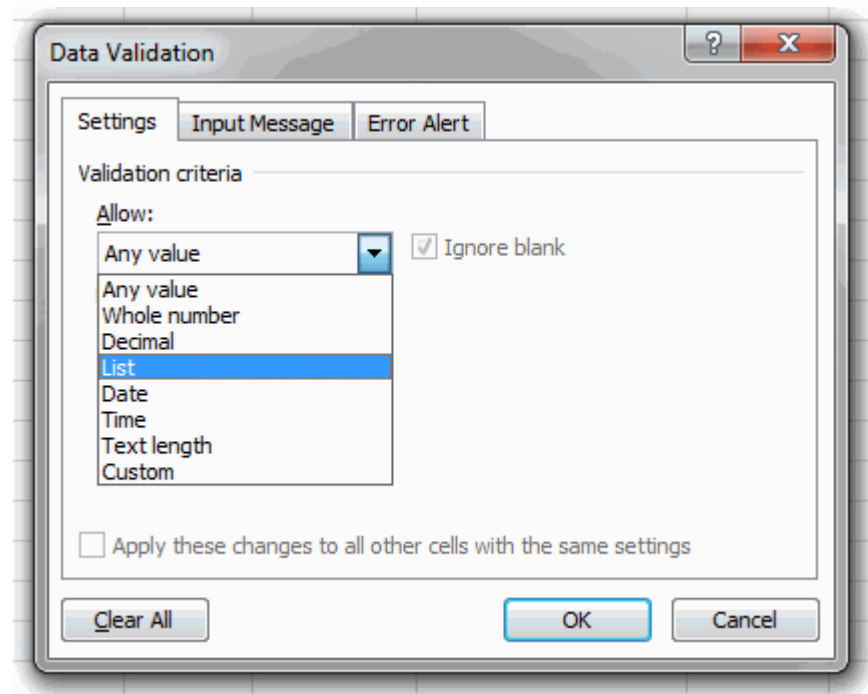
1. **Select the cell you want the list to be inside of.**

	A	B	C	D	E
1				Model	Price
2				T1	$ 2,500
3				T2	$ 3,200
4				T3	$ 3,700
5				T1000	$ 5,500
6					
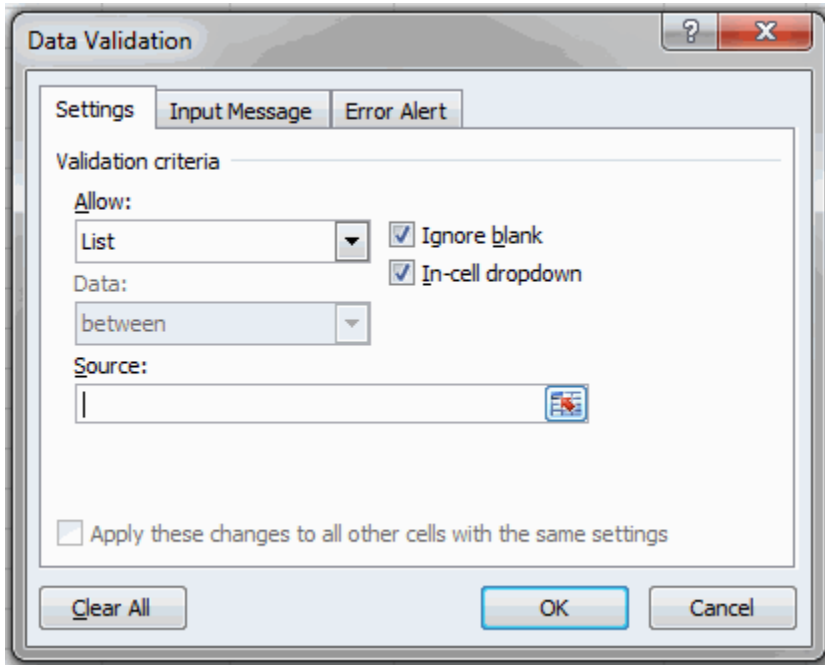
2. **Choose data validation from the Data Tab in the Menu Ribbon**

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Developer | Team

From Access | From Web | From Text | From Other Sources | Existing Connections | Refresh All | Connections | Properties | Edit Links | A↓ | Z↓ A Z | Z↓ | Sort | Filter | Clear | Reapply | Advanced | Text to Columns | Remove Duplicates | Data Validation

Get External Data | Connections | Sort & Filter | Data Tools

A2 | fx | Data Validati

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

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

Data Validation

Settings | Input Message | Error Alert

Validation criteria

Allow:

Any value ▼   ☑ Ignore blank

Any value
Whole number
Decimal
List
Date
Time
Text length
Custom
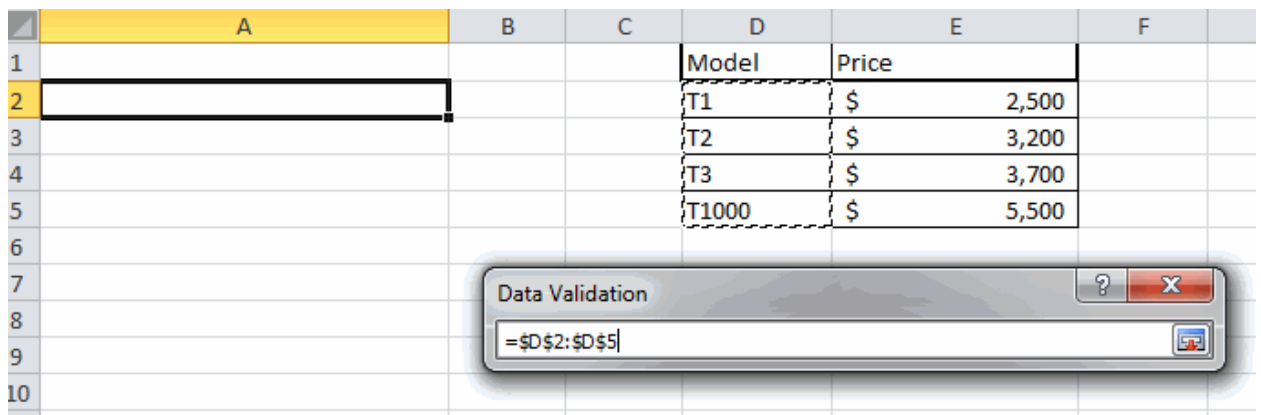
☐ Apply these changes to all other cells with the same settings

Clear All   OK   Cancel

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.

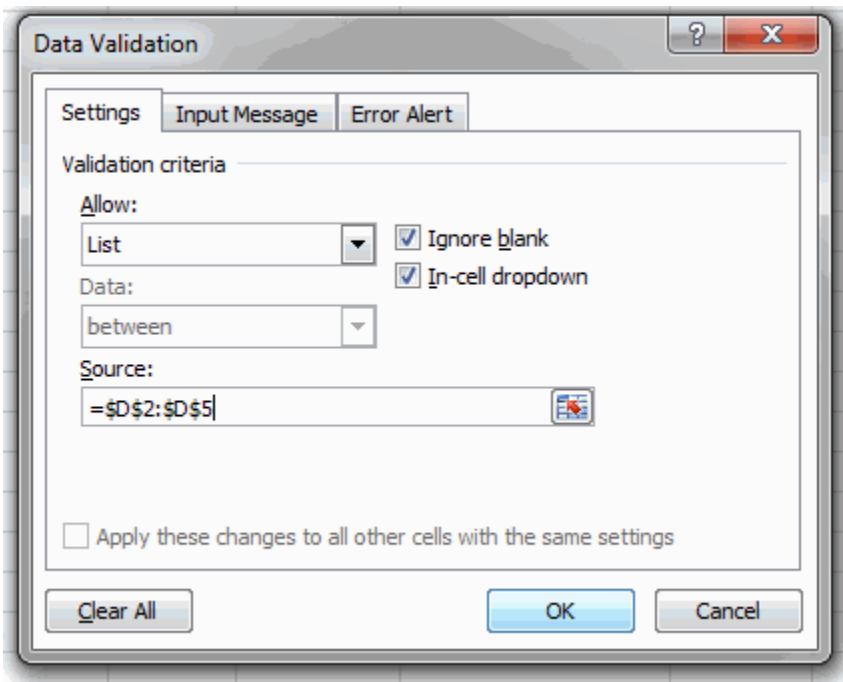5. Select the range of cells for the list. Press the red arrow again to go back in the data validation window.

	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			Data Validation			? X
8						
9			=$D$2:$D$5			
10						

6. Press "OK"

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	T3			T3	$ 3,700
5	T1000			T1000	$ 5,500
6					
7					