# MS Excel: Create a Menu

**Summary:** Create a menu in Microsoft Excel, allowing the user to select only pre-approved answers.

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| 1. | Create a list of the options you want in a group of cells (possibly in another tab). |
| 2. | Select the first cell you want to have the dropdown in. |
| 3. | On the **Data tab**, in **Data Tools**, select **Data Validation**. |
| 4. | In the **Data Validation** window, on the **Settings** tab, under **Allow**, select **list**. |
| 5. | Under **Source**, select the range containing the list of options. |
| 6. | Select **In-cell dropdown**. |
| 7. | On the **Error Alert** tab, under **Title**, input a title for an error message. |
| 8. | Under **Error Message**, input a message informing users of available selections. |
| 9. | Click **OK**. |
| 10. | Click and drag the cell containing the list to replicate through the column. |