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Excel Drop Down List



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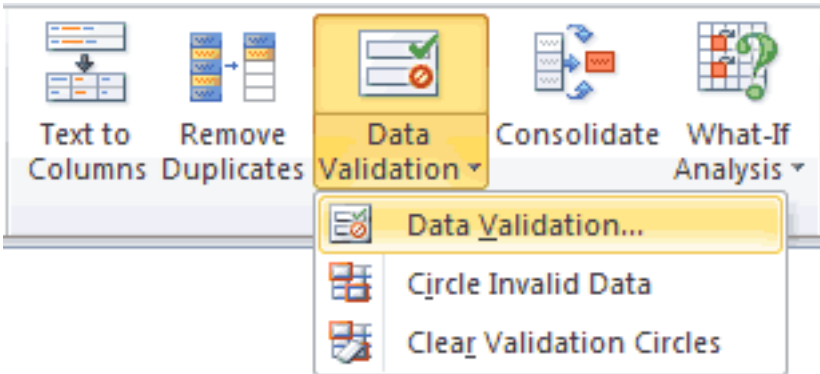
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How To Create An Excel Drop Down List

An Excel drop down list can be created using the Excel data validation options as follows:

1. Enter your allowed values (i.e. the values that you want to appear in the drop-down list) into any column of your spreadsheet (e.g. cells A1 to A10).
2. Select the cell (or cells) that you want the drop-down list to appear in (we have selected cell C2 in the example on the right).
3. From the Data tab on your Excel spreadsheet ribbon, select **Data Validation**→**Data Validation...**

	A	B	C
1	Amy		
2	Barry		
3	Diane		
4	Fred		
5	Graham		
6	Mick		
7	Nigel		
8	Paul		
9	Peter		
10	Steven		

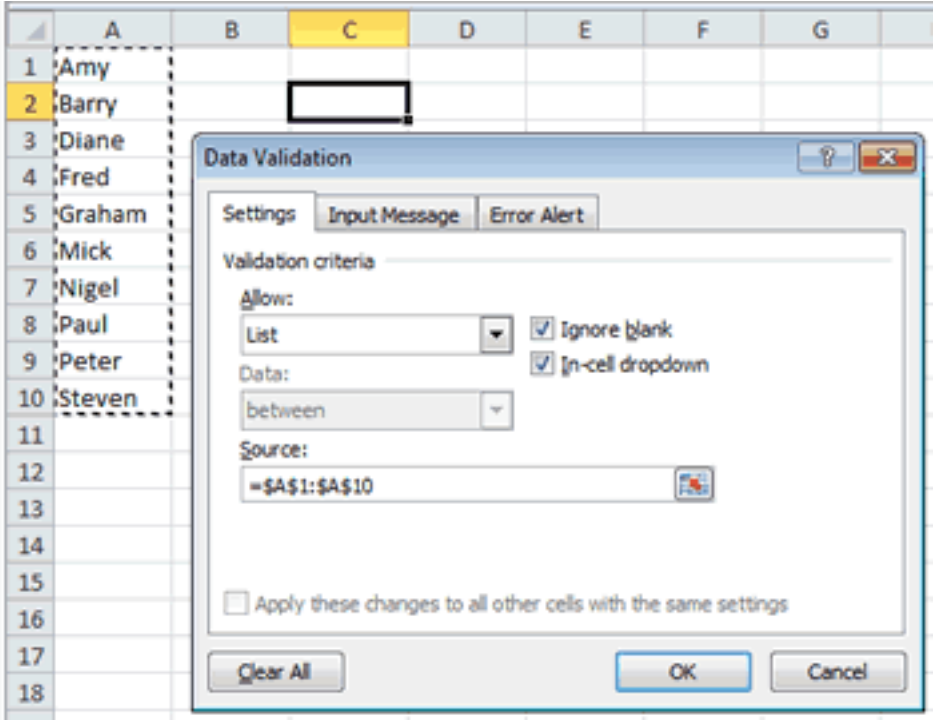


4. The **Data Validation** dialog box will appear. Within this dialog box:

- i. In the **Allow** field, select the option 'List'. This will cause further options to appear in the dialog box.
- ii. Ensure the option **In-cell dropdown** is selected.
- iii. In the **Source** field, enter the range of cells where you typed in your original list of options (e.g. \$A\$1:\$A\$10).

If you prefer, you can enter this range using the mouse, by clicking on the symbol at the right of the **Source** field and then selecting the required range of cells with the mouse.

- iv. Click **OK**.



	B	C
1		
2		
3		Amy
4		Barry
5		Diane
6		Fred
7		Graham
8		Mick
9		Nigel
10		Paul

The selected cell should now contain a drop-down menu containing your list of allowed values.

To tidy up the spreadsheet, you might want to hide the column that contains the original list.

The resulting spreadsheet (with column A hidden) is shown on the left.

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