Creating and Using Custom Lists in Excel

Section 1: Learn

What is a Custom List in Excel?

A **Custom List** in Excel allows users to create a **predefined list of values** that can be quickly auto-filled in cells. It is useful for repetitive data entry tasks such as:

- Lists of **departments, locations, employee names, or product categories**.
- Custom sequences like **Week 1, Week 2, ..., Quarter 1, Quarter 2**.
- Lists that Excel does not recognize by default.

Why Use Custom Lists?

- **Saves Time** – No need to type commonly used lists repeatedly.
- **Reduces Errors** – Ensures consistency in data entry.
- **Improves Productivity** – Faster population of lists using AutoFill.

How Custom Lists Work

Excel has some **built-in lists**, such as:

- **Days of the Week**: Sunday, Monday, Tuesday...
- **Months**: January, February, March...

Users can also **create their own custom lists** for quick usage.

Section 2: Practice

1. Creating a Custom List Manually

Scenario: Create a list of department names

Steps:

1. Go to **File > Options > Advanced**.

   2. Scroll to the **General** section and click **Edit Custom Lists**.

   3. In the **Custom Lists** window, enter your list items (e.g., "Sales, HR, Finance, IT").

   4. Click **Add** and then **OK**.

2. Using a Custom List with AutoFill

Scenario: Quickly enter department names in Excel

Steps:

1. Type **"Sales"** in a cell.

   2. Drag the **fill handle** (bottom-right corner) downward.

   3. Excel will automatically fill the next department names based on the custom list.

3. Creating a Custom List from an Existing Column

Scenario: Save a list of employee names for future use

Steps:

1. Select the column containing names.

   2. Open **File > Options > Advanced > Edit Custom Lists**.

   3. Click **Import**, then **OK**.

   4. Now, the list can be used with AutoFill.

4. Using Custom Lists for Sorting

Scenario: Sort data in a custom order

Example Data:

| Department | Employees |

|-----------|----------|

| HR | 12 |

| IT | 30 |

| Sales | 20 |

| Finance | 15 |

Steps:

1. Select the data range.

2. Go to **Data > Sort**.

3. In the **Sort** window, choose **Custom List** and select your predefined

list.

4. Click **OK** to apply sorting.

Section 3: Know More

Frequently Asked Questions (FAQs)

1. Can I edit a custom list after creating it?

- Yes! Go to **File > Options > Advanced > Edit Custom Lists** to modify it.

2. Can custom lists be used in dropdowns?

- No, but you can create a **Data Validation List** for dropdowns.

3. Can I remove a custom list?

- Yes! In the **Edit Custom Lists** menu, select the list and click **Delete**.

4. Do custom lists work across all workbooks?

- Yes, custom lists are saved in Excel and available for all files.

5. Can I use formulas with custom lists?

- No, but custom lists work with **sorting and AutoFill**.

Conclusion:

Custom Lists are a **powerful tool** in Excel that help in **quick data entry and efficient sorting**.

They make it easy to **standardize frequently used data** and **save time in repetitive tasks**.