*Excel*Functions.*net*

Excel Drop Down List

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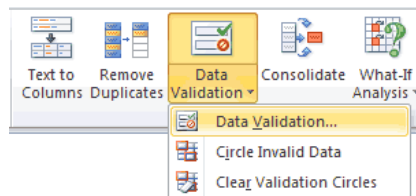**How To Create An Excel Drop Down List**

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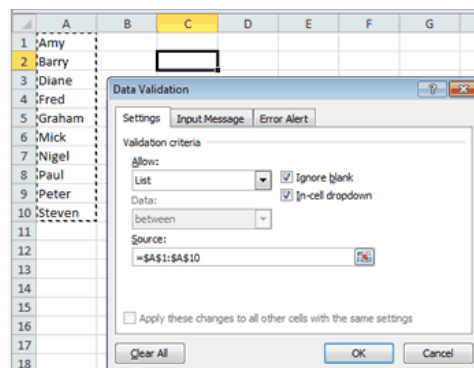
4. The **Data Validation** dialog box will appear. Within this dialog box:

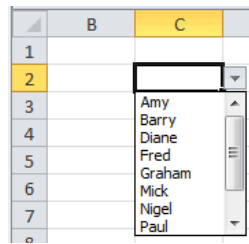   i. In the **Allow** field, select the option 'List'. This will cause further options to appear in the dialog box.

   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.
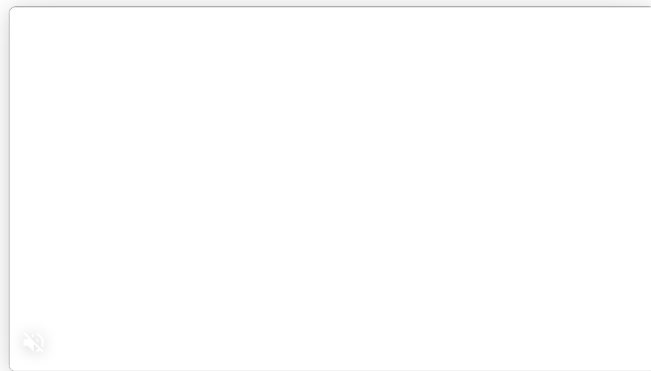
iv. Click **OK**.

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 orignal list.

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

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