

# Custom Lists in Excel

If you create a custom list in Excel, you can easily fill a range with your own list of departments, clients, cities, credit card numbers, etc. This can save time and reduce errors.

First, we will look at an example of a built-in list.

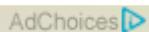
1. Type Sun into cell B2.

	A	B	C	D	E	F	G	H	I
1									
2		Sun							
3									

2. Select cell B2, click on the lower right corner of cell B2 and drag it across to cell H2.

	A	B	C	D	E	F	G	H	I
1									
2		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
3									
4									

How does Excel know this?

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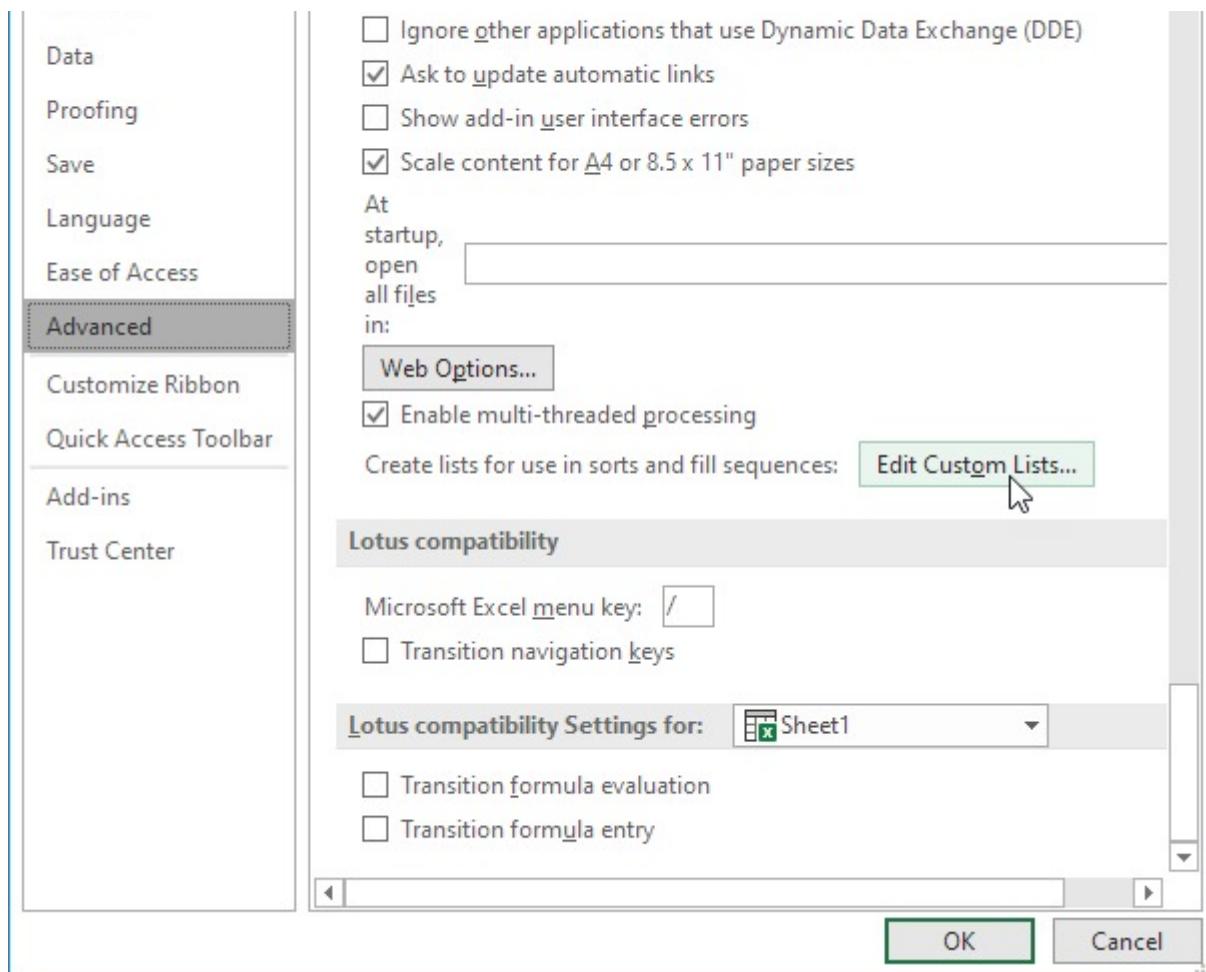
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3. On the File tab, click Options.

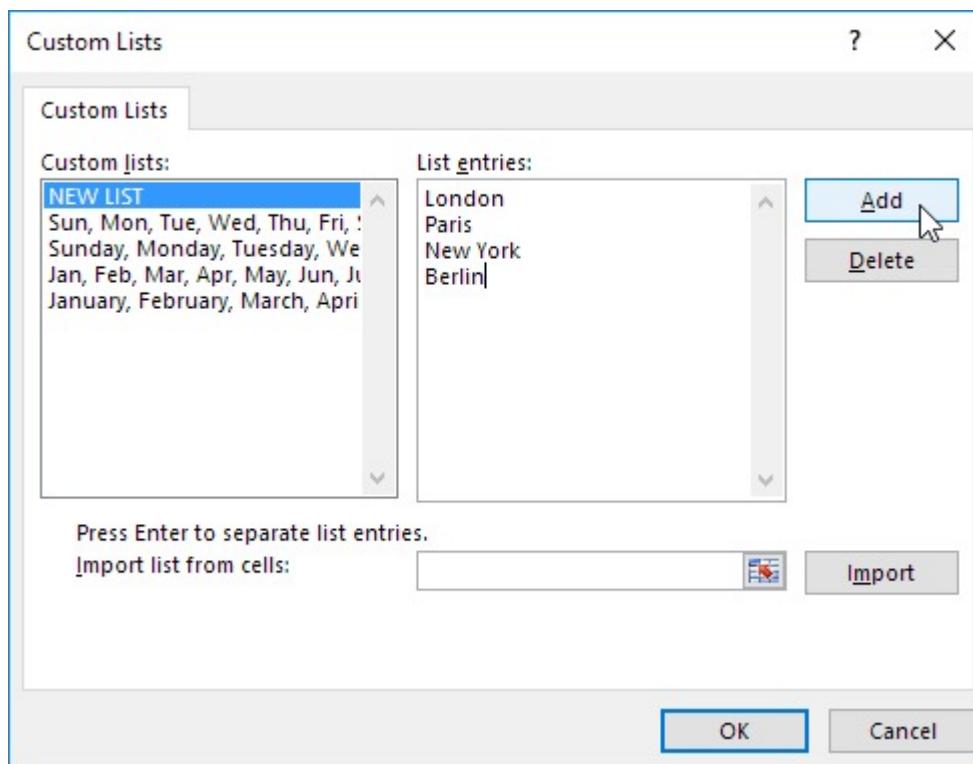
4. Under Advanced, go to General and click Edit Custom Lists.





Here you can find the built-in 'days of the week' lists. Also notice the 'months of the year' lists.

5. To create your own custom list, type some list entries, and click Add.



Note: you can also import a list from a worksheet.

6. Click OK.

7. Type London into cell C2.

	A	B	C	D	E	F	G	H	I
1									
2			London						
3									

8. Select cell C2, click on the lower right corner of cell C2 and drag it down to cell C5.

	A	B	C	D	E	F	G	H	I
1									
2			London						
3			Paris						
4			New York						
5			Berlin						
6									
7									

Note: a custom list is added to your computer's registry, so you can use it in other workbooks.



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## Chapter

■ Range

Learn more, it's easy

■ AutoFill

- Fibonacci Sequence
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- Custom Lists
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- Skip Blanks
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- AutoFit
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- Transpose
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- Split Cells
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- Flash Fill
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- Move Columns
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- ROW function
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## Follow Excel Easy



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