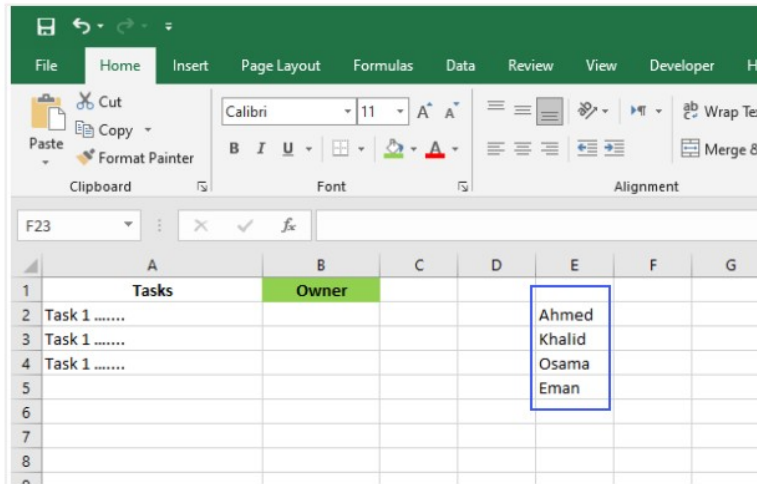


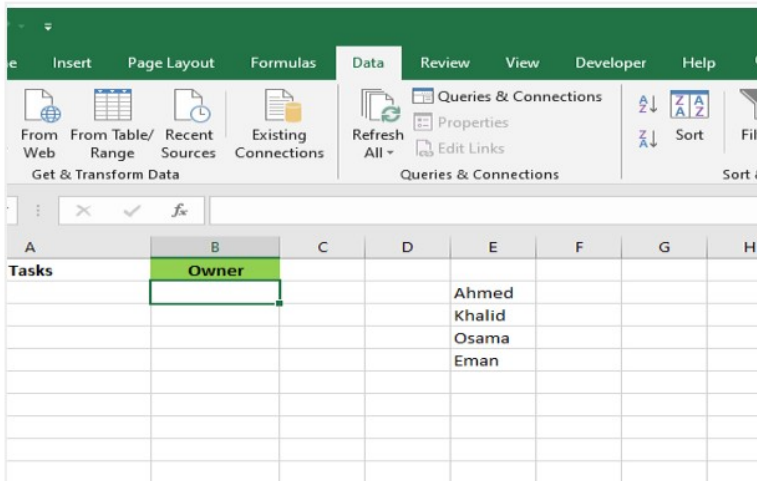
Data Validation

drop-down list



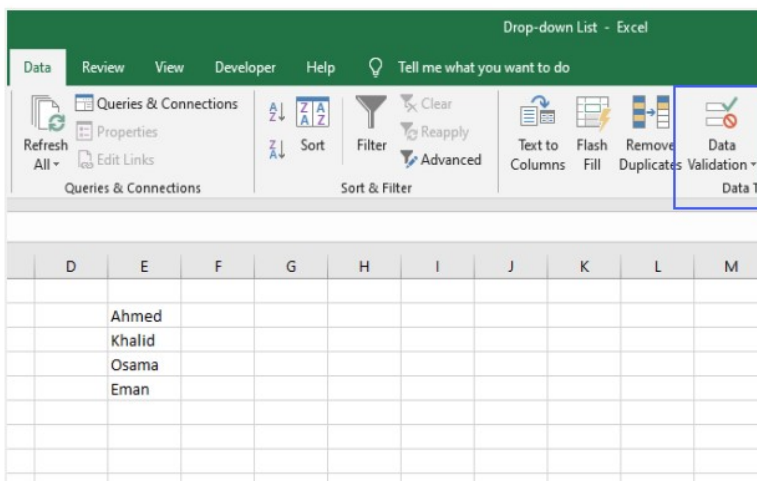
1

Open MS Excel, and start typing your list.



2

Select the cell that you need to create your list in. Then click on Data tab.

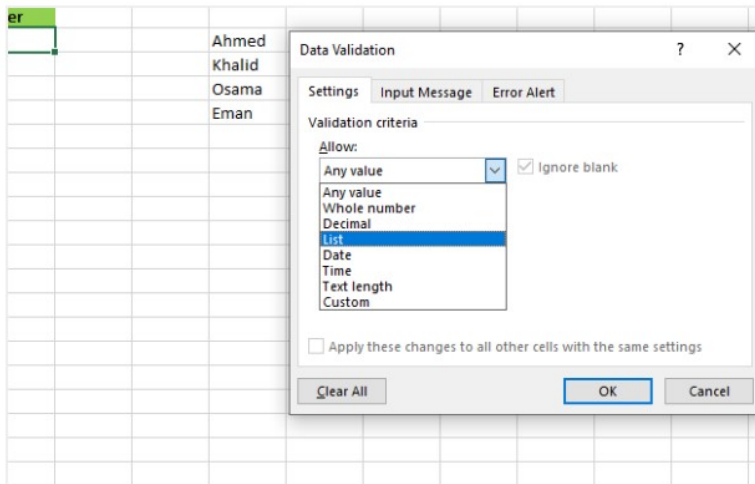


3

From Data tab click on Data validation.

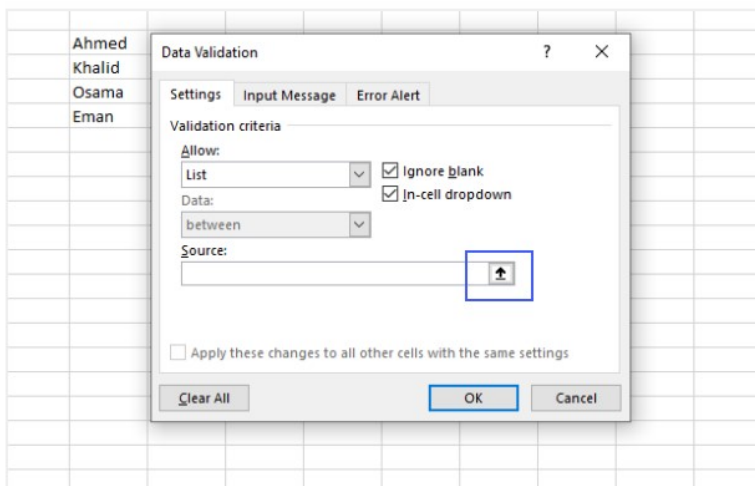
Data Validation

drop-down list



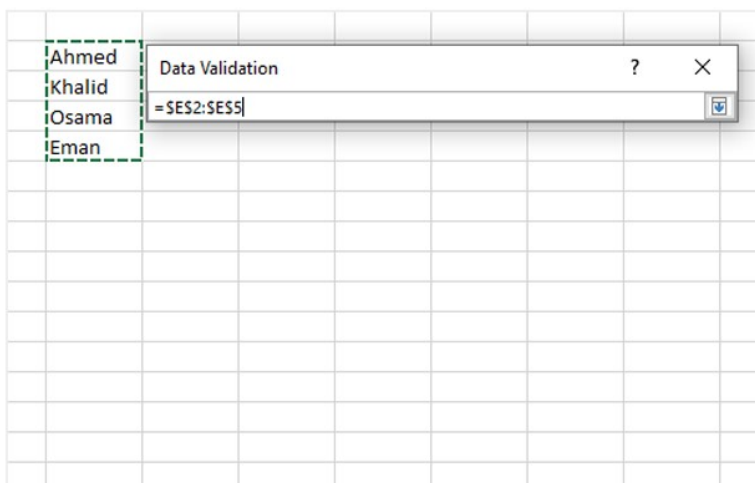
4

Click on the arrow, then select List.



5

Click on the arrow under Source.



6

Select the list you have written in step one. Then click Enter, then click Ok.

Data Validation

drop-down list

Tasks	Owner
	Ahmed
	Khalid
	Osama
	Eman

7

Congrats! you created your first drop-down list.

[illegible]

8

You can copy and paste it as you need.

Ahmed					
Khalid					
Osama					
Eman					

< >

Tasks

data

+

9

It's better to create a different sheet to include you data list.