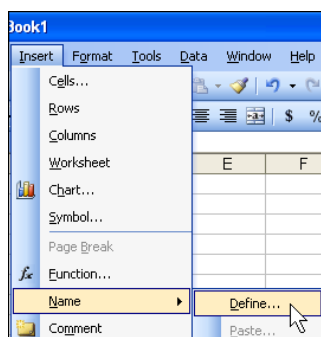


Excel: How to Create a Dropdown List

You begin with your spreadsheet as the first worksheet. In order to create dropdown lists in this spreadsheet, you must evaluate and list the different data that might be needed in each field. From this list, you will then determine the specific input data you wish to require in each field in which you want users to have this 'dropdown list' option.

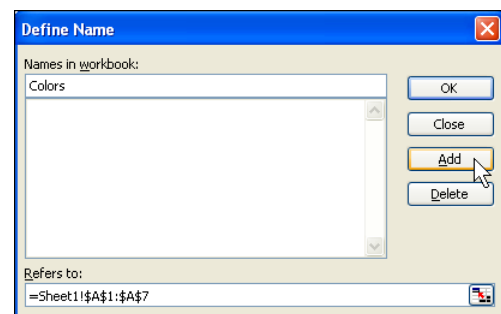
1. **SHEET 1** contains the actual spreadsheet.
2. On **SHEET 2, Column A**, key the list of options for the first dropdown list. This list must be keyed in a single column or single row without blank cells (*This list may be keyed in the actual spreadsheet, outside the range of the actual spreadsheet, or on a separate worksheet or even another workbook. I find it easier and less obtrusive to use a separate worksheet. The location of the new list is irrelevant.*)
3. Select the range of cells in which this list is entered.

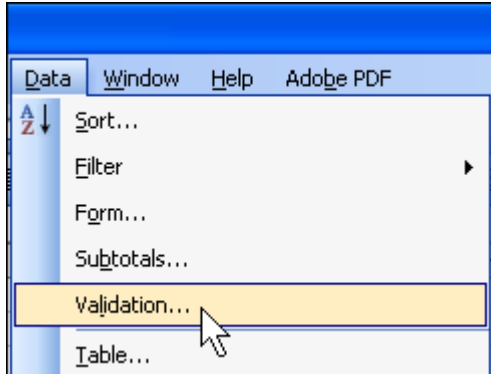
	A
1	Blue
2	Red
3	Orange
4	Yellow
5	Green
6	Purple
7	Black



4. Click **INSERT > NAME > DEFINE**.

5. Give the range of cells that are selected a name.
6. Click the **ADD** button.
7. Click the **OK** button to return to the worksheet.





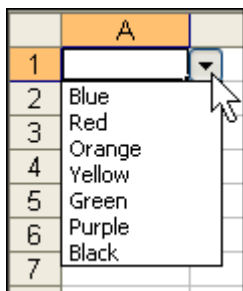
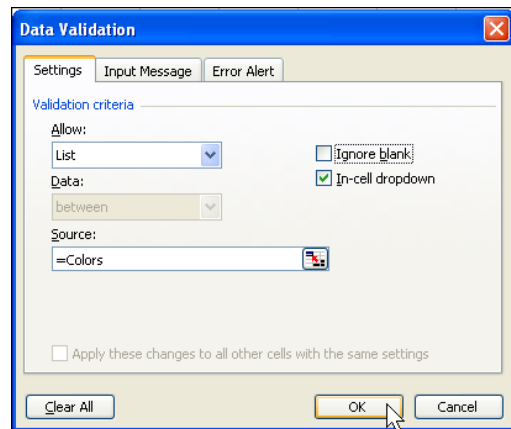
8. Anchor your cursor in the cell on **Sheet 1** in which you want the drop-down list to be created.
9. Click **DATA > VALIDATION**.

10. Click in the **ALLOW** white space and select **LIST** from the dropdown menu.

11. Click in the **SOURCE** white space and type an equal sign (=) followed by the **NAME** you added for the selected range of data. (Example: =LISTONE)

12. Uncheck **IGNORE BLANK**.

13. Check the **IN-CELL DROPDOWN** option. Click the **OK** button.



14. Repeat Steps 1-14 for each dropdown list needed in Sheet 1. Step 2 will require a separate range of cells for each list of options. You should now have a list like the image shown to the left.

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