

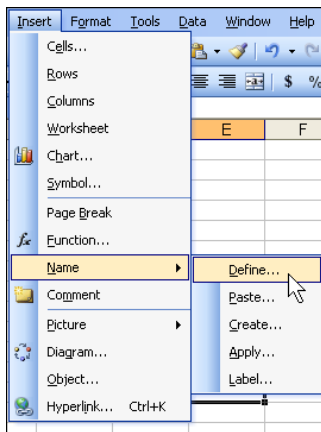
Excel: Editing Dropdown Lists

This handout is a follow-up to the C·R·E·A·T·E handout named *Excel: How to Create Dropdown Lists*, http://www.create.cett.msstate.edu/create/howto/Excel_Dropdown_List.pdf. At this point, users should be comfortable creating dropdown lists in *Excel*. This handout shows users how to modify dropdown lists that have already been created. The steps in this handout use the finished workbook from the handout linked above.

Adding Items to a Dropdown List

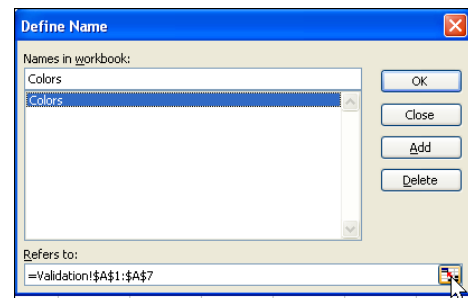
1. In **SHEET 1**, there is a dropdown list in **CELL A1** that has already been created prior to this handout.
2. On **SHEET 2**, add **White** and **Indigo** to the list of colors in **CELLS A8 and A9**.

	A
1	Blue
2	Red
3	Orange
4	Yellow
5	Green
6	Purple
7	Black
8	White
9	Indigo
10	



3. Click **INSERT > NAME > DEFINE** from the main menu in *Excel*.

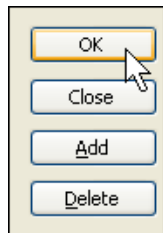
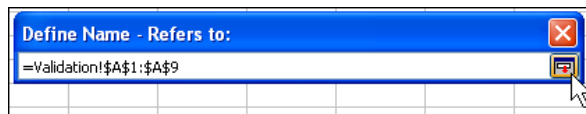
4. Click the list name that you want to modify.
5. Click the **spreadsheet button** located to the right of the **Refers to: textbox**.



6. Highlight the new range of cells for the dropdown list.

	A
1	Blue
2	Red
3	Orange
4	Yellow
5	Green
6	Purple
7	Black
8	White
9	Indigo

7. Click **the spreadsheet button** to return to the **DEFINE NAME** window.



8. Click the **OK button** to complete the process.

Removing Items from a Dropdown List

1. Go to the validation range in **Sheet 2**.

2. Highlight **CELL A8 and CELL A9**.

8	White
9	Indigo
10	

3. Press the **DELETE key** on the keyboard to remove these two items from the list.

4. Repeat **Steps 3 through 8** in the previous section to define the new range for the **COLORS dropdown list**. You should now have a list like the image shown to the left.

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