

## Creating a Dropdown List

When building a worksheet for someone to enter data, it can be useful to include a dropdown list instead of having direct entry. The dropdown limits entry to what is included in the list eliminating the possibility of wrong entries or spelling errors.

	A
1	State
2	

If the entry was left open, anything could be entered into the State field (cell).

C
State Codes:
CT
MA
ME
NH
RI
VT

Create a list of valid state codes

	A
1	State
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

**Data Validation**

Settings | Input Message | Error Alert

Validation criteria

Allow: List  Ignore blank  In-cell dropdown

Data: between

Source: =\$C\$2:\$C\$7

Apply these changes to all other cells with the same settings

Clear All OK Cancel

Select the cells that will use the dropdown list. Choose Data > Data Tools > Data Validation to open the Data Validation dialog box. Click the Settings tab. Under Allow chose List. Under Source click the selection button and choose the cells containing the valid list of state codes. Then click OK.

	A
1	State
2	
3	CT
4	MA
5	ME
6	NH
	RI
	VT

	A
1	State
2	RI
3	

When a cell is selected ad dropdown arrow appears to the right. Click the arrow and the valid list of codes appear. Click to select the desired state code.