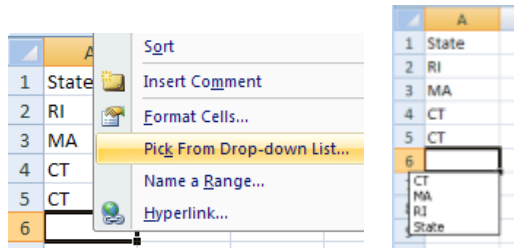


Using the Built In Dropdown List



Even without creating a dropdown list to choose from, Excel has a dropdown capability to allow easy entry of duplicate data. Instead of entering data in a cell, right-click and choose Pick From... When you do, a dropdown list appears with all of the previous entries. Choose one and it is place in that cell.