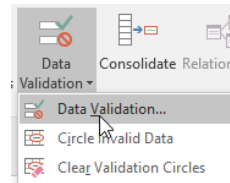


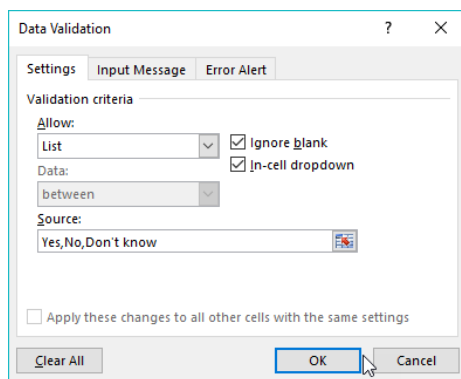
Application: Excel - How to create drop-down lists in Excel (Data Validation)

Creating drop-down lists in Excel helps ensure entries remain uniform and free from typos. Drop-downs also restrict entries so that only approved values may be selected, hence the name, **Data Validation**.

1. Select the cells in the Excel workbook where you want to apply the drop-down options.
2. Go to the **Data** tab and choose **Data Validation > Data Validation**.
3. Choose **List** from the **Allow:** drop-down option menu.
4. There's a couple of ways to tell Excel what items to include in your drop-down list. One option is to type all of the options that you want listed in your drop-down, directly into the **Source** field, separated by commas.



Tip: It's not necessary to add spaces as Excel will read the comma as a new entry

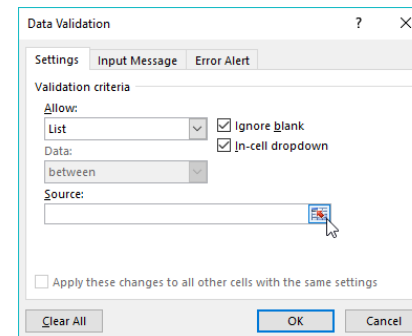


5. Another option for more advance lists is to create your list options in a column in a new Worksheet in the same Excel Workbook.

	A	B	C
1	Monday	January	2000
2	Tuesday	February	2001
3	Wednesday	March	2002
4	Thursday	April	2003
5	Friday	May	2004
6	Saturday	June	2005
7	Sunday	July	2006
8		August	2007
9		September	2008
10		October	2009
11		November	2010
12		December	2011

Tip: You may choose to hide the worksheet once all entries have been added to prevent users from changing the values.

6. Click on the data source icon to change (shown below).



7. Go to the Worksheet with your lists and select the list column with your entries.



8. Select the data source icon again and choose **OK**.

