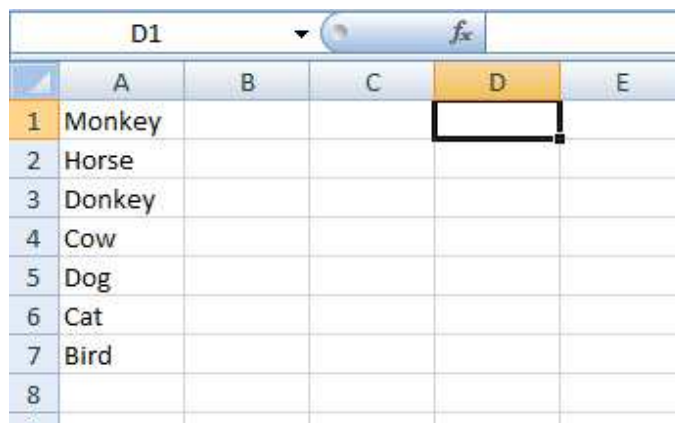


How to create a drop-down list in Excel 2007

Let's say, you would like to create a drop-down list in Excel for your work purposes. Let's imagine it's about names of different animals i.e. you are a zoo keeper ☺.

You have animal names in Column A (from A1 to A7), and you would like to create the drop-down list in Cell D1.

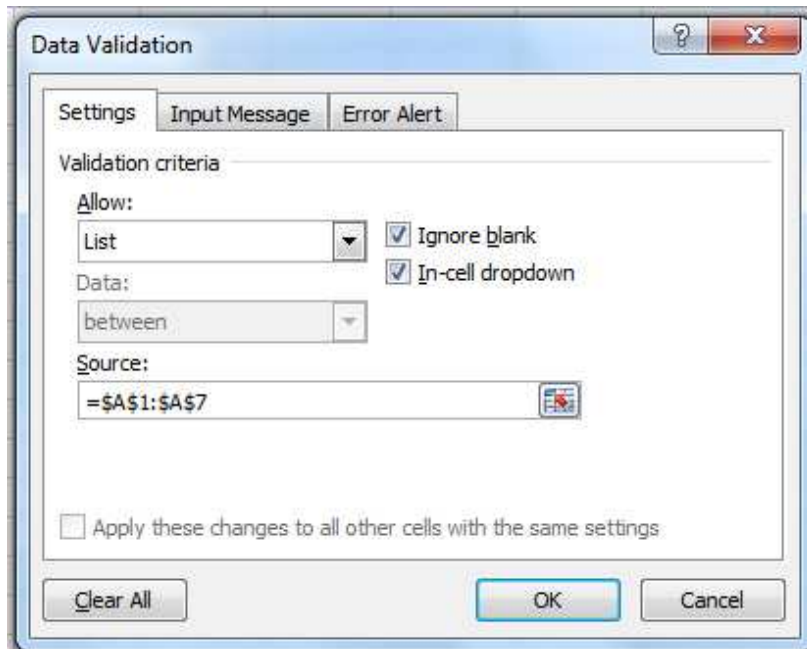


	A	B	C	D	E
1	Monkey				
2	Horse				
3	Donkey				
4	Cow				
5	Dog				
6	Cat				
7	Bird				
8					

Click on Cell D1, then click on the Data tab from the Menu bar. Now click on 'Data Validation' then choose 'Data Validation' from the list.



The Data Validation window will open. Under 'Settings', choose 'List' from the 'Allow' menu. For 'Source' select your cells (here A1 – A7) from your spreadsheet. Now click on 'OK' to close the dialog window.



Now a drop-down arrow will appear next to Cell D1, which if you click, will show you the names of your favorite animals.

	A	B	C	D	E
1	Monkey			▼	
2	Horse			Monkey	
3	Donkey			Horse	
4	Cow			Donkey	
5	Dog			Cow	
6	Cat			Dog	
7	Bird			Cat	
8				Bird	

But this shows how to create drop-down list in one cell.

If you would like to create the drop-down list for all cells in a column (let's say in Column E), then select the column by clicking on column no. (e.g. Column E), and then follow the similar steps done for the single cell.



The image shows an Excel spreadsheet with columns A through F and rows 1 through 14. Column E is highlighted in light blue, indicating it is selected. The cells in column A contain the following text: Row 1: Monkey, Row 2: Horse, Row 3: Donkey, Row 4: Cow, Row 5: Dog, Row 6: Cat, Row 7: Bird, Row 8: (empty), Row 9: (empty), Row 10: (empty), Row 11: (empty), Row 12: (empty), Row 13: (empty), Row 14: (empty). The rest of the cells in columns B, C, and D are empty.

	A	B	C	D	E	F
1	Monkey					
2	Horse					
3	Donkey					
4	Cow					
5	Dog					
6	Cat					
7	Bird					
8						
9						
10						
11						
12						
13						
14						

Have fun ☺.