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Dropdown Lists

In Excel 203, a spreadsheet can be made more efficient by providing drop-down lists so that users can select an option rather than typing it in the cell.

Create a Drop-down List

1. Select the cells that will contain the lists.
2. Select the **Data** tab.

![Data tab](image)

3. Select **Data Validation**.

![Data Validation](image)

4. On the **Settings** tab, select **List** in the **Allow** field.

![Settings tab](image)

5. In the **Source** field, enter the text or numbers that you would like in the list separated by commas.

![Source field](image)

6. Select **OK**.
Create Input Messages

Messages can be created that appear when a cell is selected to let users know that there is a drop-down list as well as provide instructions for making a decision about their drop-down selection.

1. Select the cells for a message.
2. Select the Data tab then Data Validation.

3. On the Input Message tab, check the box next to Show input message when cell is selected.

4. Optionally, enter a title. It will appear in bold.

5. In the Input message box, enter the message.

6. Select OK.