



Excel 2013:

Dropdown Lists

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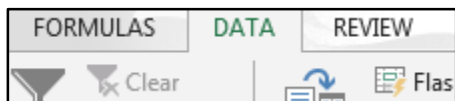
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Dropdown Lists

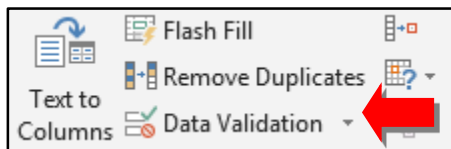
In Excel 203, a spreadsheet can be made more efficient by providing drop-down lists so that users can select an option rather than typing it in the cell.

Create a Drop-down List

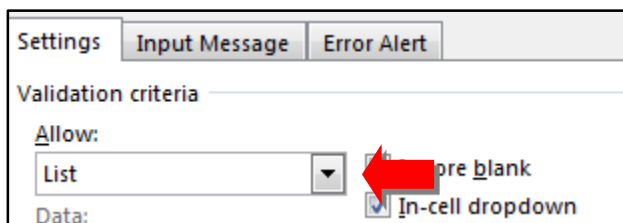
1. Select the cells that will contain the lists.
2. Select the **Data** tab.



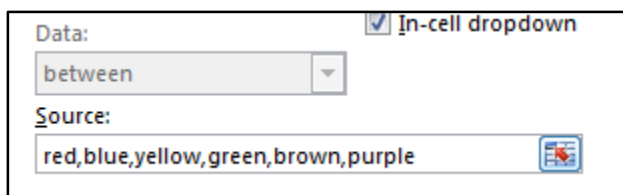
3. Select **Data Validation**.



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



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

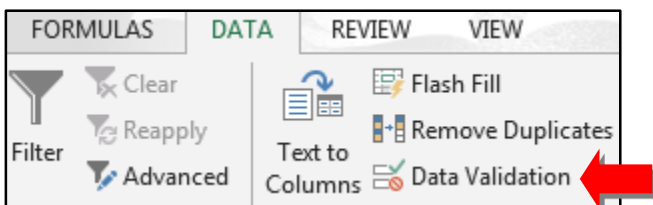


6. Select **OK**.

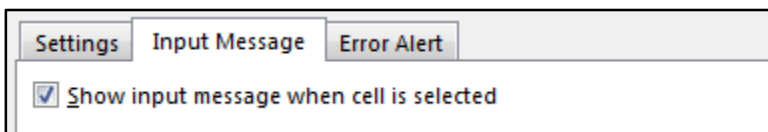
Create Input Messages

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.

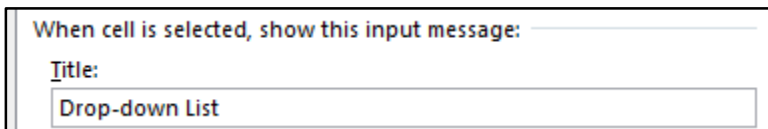
1. Select the cells for a message.
2. Select the **Data** tab then **Data Validation**.



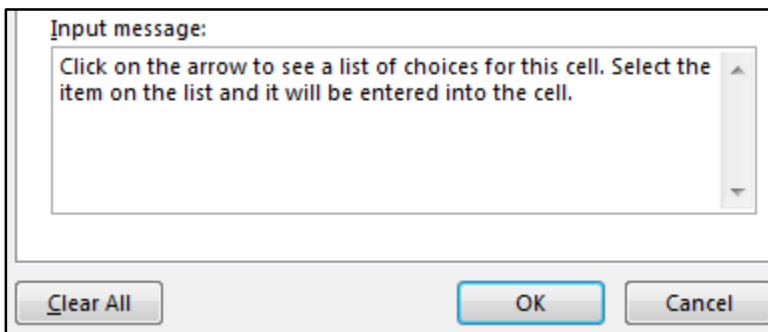
3. On the **Input Message** tab, check the box next to **Show input message when cell is selected**.



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



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



6. Select **OK**.