

Drop Lists

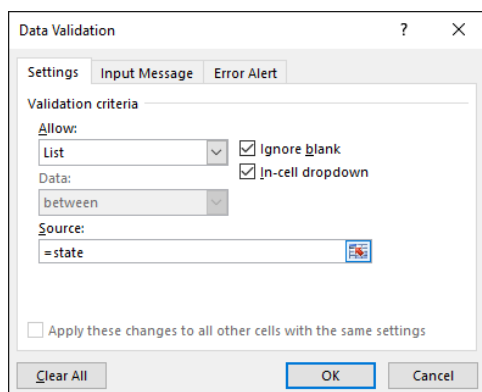
A drop list is a form of Data Validation

It ensures consistency of data entered by users.

For Example Excel recognises Vic or V or Victoria as 3 different entries even though they refer to the same thing. Drop Lists enable users to select from a list rather than type in data.

To Create a Drop List

- ☞ Type the list of options you want users to have available [you may want to put this on a separate worksheet which you can hide to avoid users deleting them]
- ☞ Sort the cells A-Z by using the Filter & Sort button on the Home tab
- ☞ Highlight the cells without headings.
- ☞ Click in the name box to the left of the formula bar and type in a range name. NOTE: A range name cannot have any spaces or symbols such as ?.
- ☞ Press Enter to turn the selected range of cells into the range name.
- ☞ Highlight Entry area –ie the column you want users to enter data into – note you can click the first cell and use Shift and the down arrows to select the entire column minus the heading.
- ☞ Click the Data tab and choose, Data Validation, Data Validation



- ☞ In the Allow field, click the drop arrow and choose List,
- ☞ In the Source field type in the range name ie. =Range name
- ☞ Click OK

When you click on a cell in the column a drop arrow will appear enabling you to select from a list of options.