

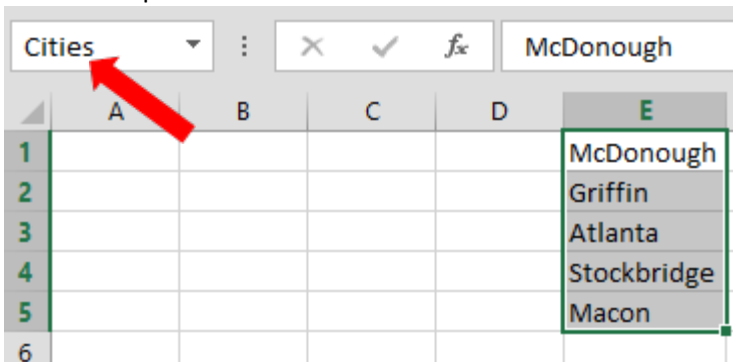
How to Create a Drop Down List in Excel

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1. Create a list of data.

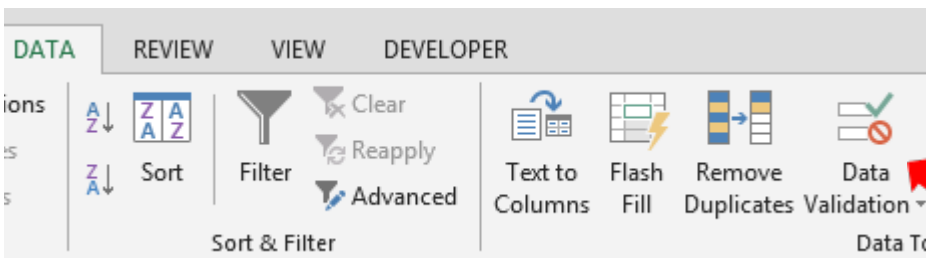
	A	B	C	D	E
1					McDonough
2					Griffin
3					Atlanta
4					Stockbridge
5					Macon

2. Highlight the list of data, and click in the **Name** box. Type a name to label the list and press Enter.

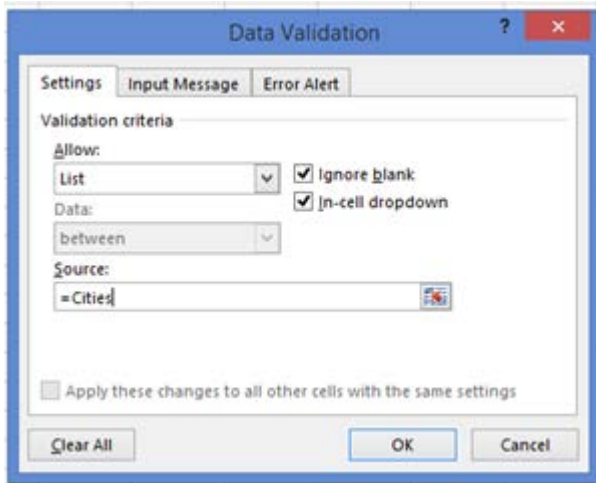


3. Select the cell where the dropdown will be displayed.

4. Go to the **Data Tab** and select **Data Validation**.



5. A dialog box will appear. Choose Allow **List** in the first dropdown and type “=cities” in the Source field. Select **OK**.



6. Click the dropdown arrow to view the list.

