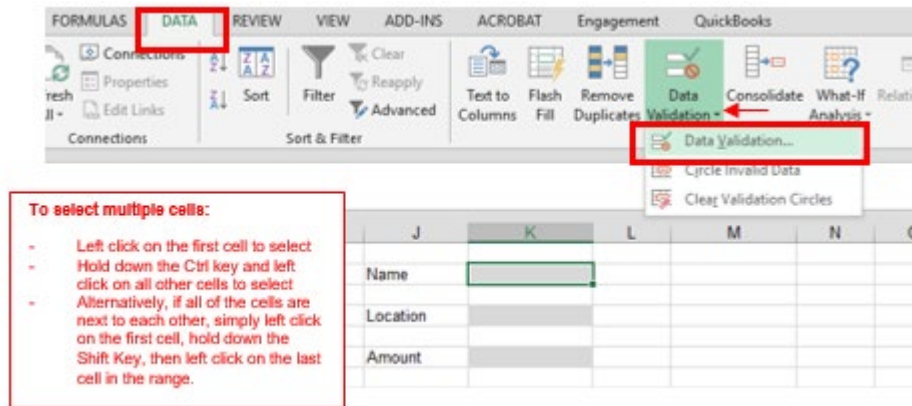**Excel Tips**
by Lisa Lezell

Drop-Down Lists & Data Validation

Do you have an Excel spreadsheet that you want to allow only certain applicable responses? Or one where the user can only select answers from a particular list of options? Try using Excel's Data Validation functionality to create these templates.
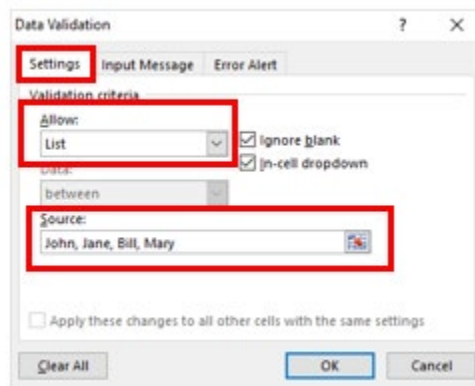
In the examples below we will use Excel's Data Validation functionality to create a template that limits a user's inputs in various ways.

Creating a Drop-Down List

Step 1 - Select the cell(s) that you would like to add a drop-down list to. From the **Data** tab on the Excel ribbon, choose **Data Validation**
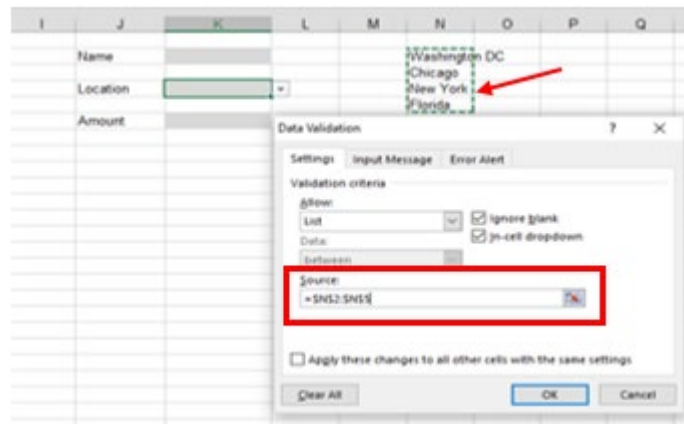

Step 2a (*option 1*) – Go to the **Settings** tab. Select List from the **Allow:** drop-down box. Enter the options you would like to see in your Excel drop-down list in the **Source:** field, separated by commas. Click **OK**.
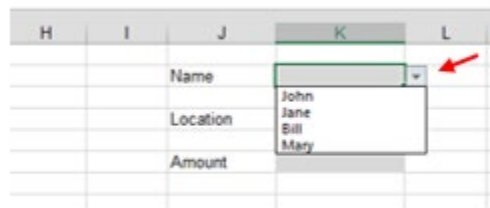

Step 2b (*option 2*) – Enter each option you would like to see in your Excel drop-down list into a range of cells in the Excel workbook*. Go to the **Settings** tab. Select List from the

Allow: drop-down box. In the **Source:** field enter the range of cells where you entered the list of options. Click **OK**.
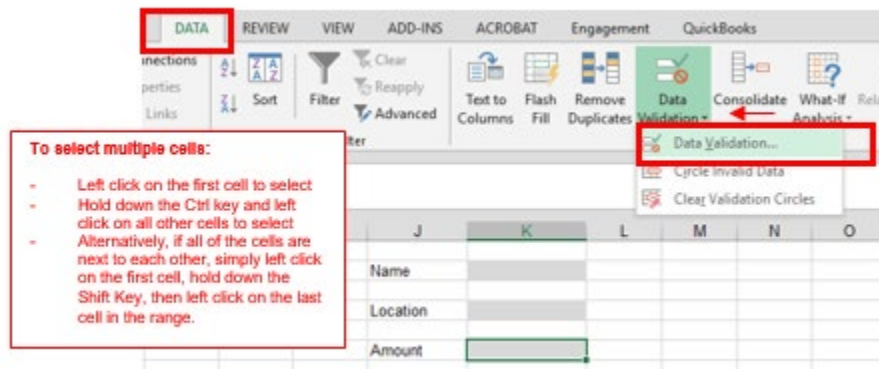

* Suggestion: To keep your template clear of extra information, it may be a good idea to maintain the input lists on a separate tab in your Excel workbook.

Your drop-down list should now be available for use. Simply left click in the cell, click on the down arrow on the right, and select the option of your choice.
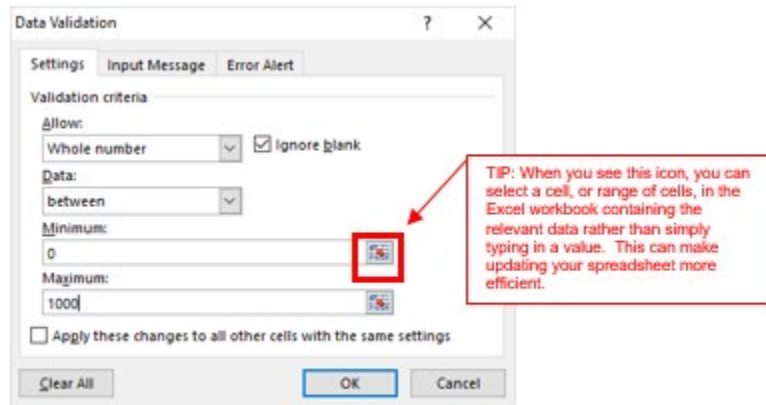

Restricting Data Entry Values

Repeat Step 1 from above - Select the cell(s) that you would like to add a drop-down list to. From the **Data** tab on the Excel ribbon, choose **Data Validation**.

Step 2 – Go to the **Settings** tab. Select Whole number from the **Allow:** drop-down box. Select between from the **Data:** drop-down box.   Enter the **Minimum** and **Maximum** values you would like to allow the user to enter. Click **OK**.*

Note: There are several other criteria that can be used. Simply select the option from the Allow: drop-down menu and follow the validation criteria input boxes.

And as always, we are here to help with any of your questions or needs.