

Creating a Drop-Down List in Excel 2010

To create a drop-down list you will first need to create a list of data – this list is normally created on another sheet and in many occasions, hidden, so that it is not tampered with.

To Create a List

- Insert the data for your list – for good practice it is always recommended that you have an appropriate heading for the list, like the example below:

	C	D
Food		
Jacket Potato		
Salad with Ham		
Salad with Cheese		
Pizza		
Fish and Chips		
Sausage Roll		
Beef Burger		

- The list must have a defined name. To name a range of cells, select the range (in the example above, **C2:C8**) and go to the **Formula** tab/ **Defined Names** group. Select **Define Name**.

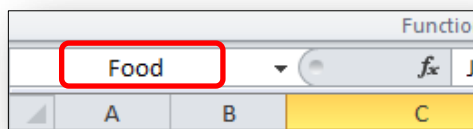
Insert a **name** for the selected cells

Check that you have the correct **cell range**

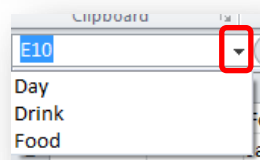
Click on **OK** to apply the name

Note: Named cells cannot contain a space; however you can insert an underscore. It is best practice is to keep named cells short and appropriate!

Or alternatively, you can select the range of cells and insert the new name in the **Name Box** and press the **Return** key.

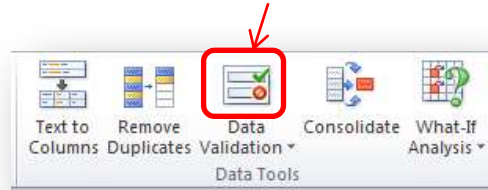


- To check your **Named Cells** you can click on the down arrow in the **Name Box** and the list of Named Cells should appear:




Using the Named Range in a Drop-Down List

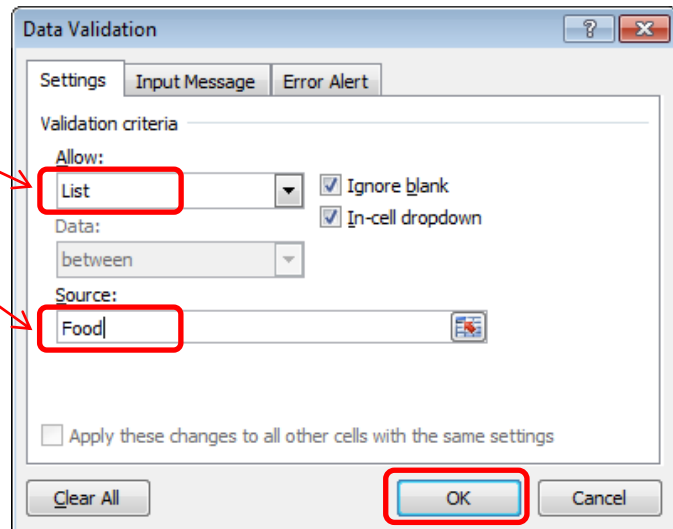
- Highlight the range of cells that will require a drop down list – if you wish to apply the list to an entire column, select the column.
- Go to the **Data** tab/ **Data Tools** group and select **Data Validation**.



- Select **List** from the options available in the **Allow** section

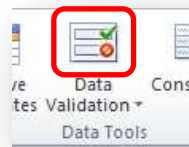
Enter the name of the Named cell that contains the list in the **Source** box (must be an exact match).
If you are unsure of the name you can click on the 'go to sheet' button  and manually select the cell range.

Select **OK**.



Remove the drop-down list option from cells

- Highlight the cell/cells. Go to the **Data** tab/ **Data Tools** group and select **Data Validation**.



Change the **Allow** setting to **Any value**

- Select **OK**.

Note: This is particularly useful when you've applied the drop-down list to an entire column, but would like to leave the first few rows plain to allow for entering Headings and other information.

