

# Creating a Drop-Down List in Excel 2010

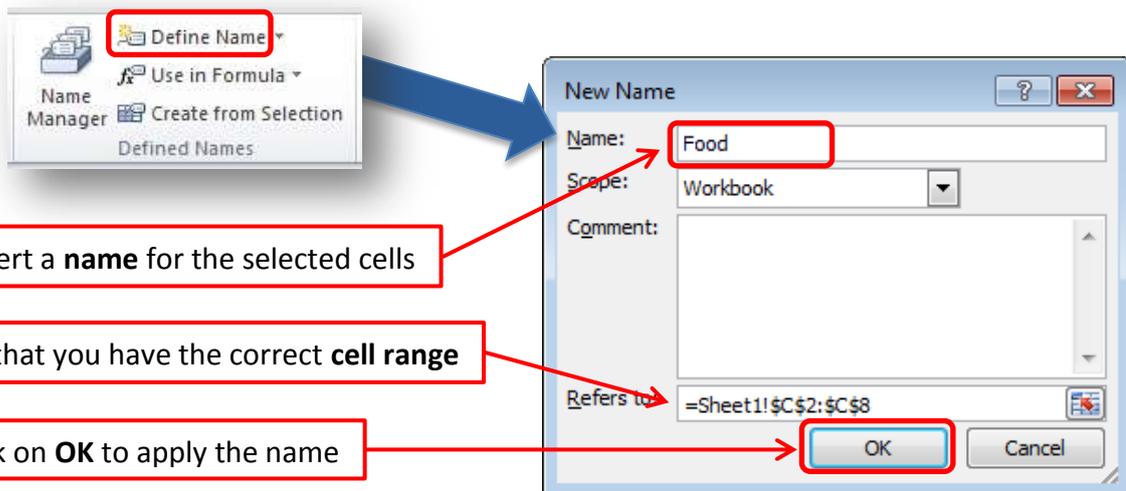
To create a drop-down list you will first need to create a list of data – this list is normally created on another sheet and in many occasions, hidden, so that it is not tampered with.

## 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:

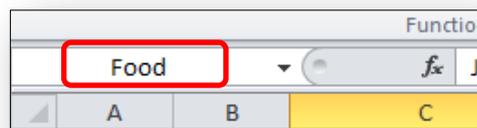
	C	D
<b>Food</b>		
Jacket Potato		
Salad with Ham		
Salad with Cheese		
Pizza		
Fish and Chips		
Sausage Roll		
Beef Burger		

- 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**.

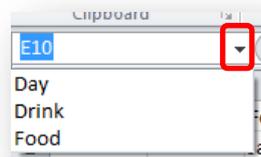


Note: Named cells cannot contain a space; however you can insert an underscore. It is best practice is to keep named cells short and appropriate!

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

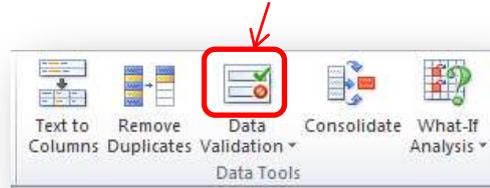


- To check your **Named Cells** you can click on the down arrow in the **Name Box** and the list of Named Cells should appear:



## Using the Named Range in a Drop-Down List

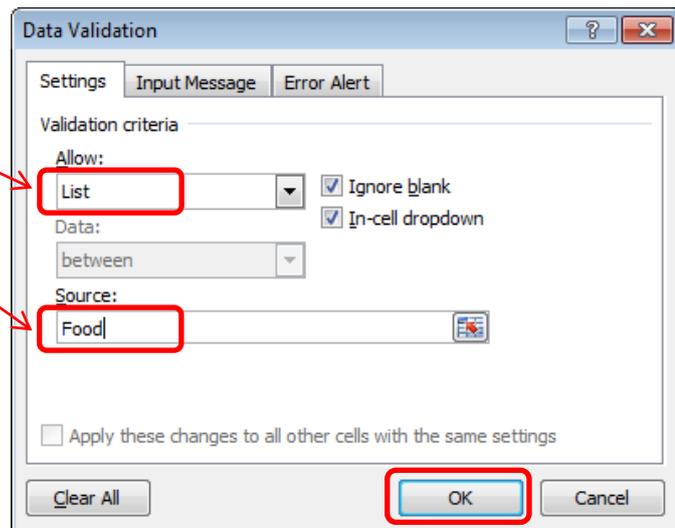
- Highlight the range of cells that will require a drop down list – if you wish to apply the list to an entire column, select the column.
- Go to the **Data** tab/ **Data Tools** group and select **Data Validation**.



- 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.

