

Instructions on how to create drop down lists or drop-down lists in Excel

The input in Excel will take time when you have to type the same content over and over again. This article details how to create a drop down list or a drop-down list in Excel.

You do the data entry on the warehouse or in a working unit, the data entry will take time when you have to type the same content over and over again. The following article guides in detail how to create a drop down list or a Drop-down List in Excel.

For example, want to inventory the number of textbooks of Cam Tay Secondary School. Usually you enter the entire content. But when you have a list when importing textbooks, including titles and authors, you only need to create a drop-down list for the title and author columns to minimize the input process:

- Create Drop-down List for column title and author

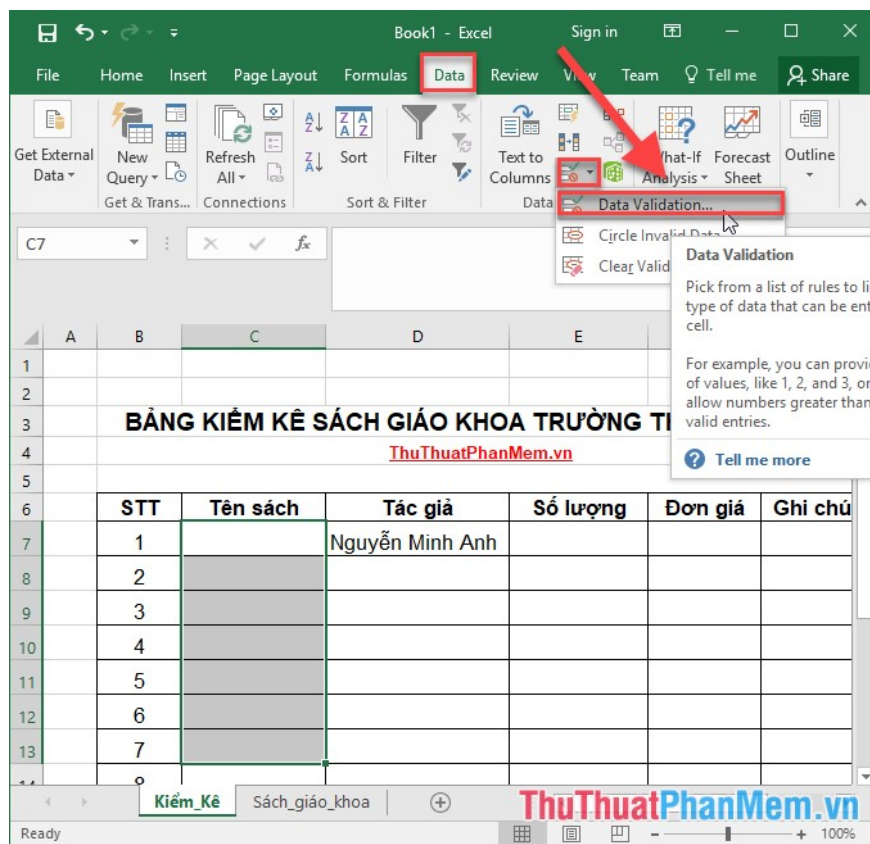
BẢNG KIỂM KÊ SÁCH GIÁO KHOA TRƯỜNG THCS CẨM TÂY					
STT	Tên sách	Tác giả	Số lượng	Đơn giá	Ghi chú
1					
2					
3					
4					
5					
6					
7					
8					
9					

- The data to create the Drop-down List is taken from the Book_document sheet with the corresponding column:

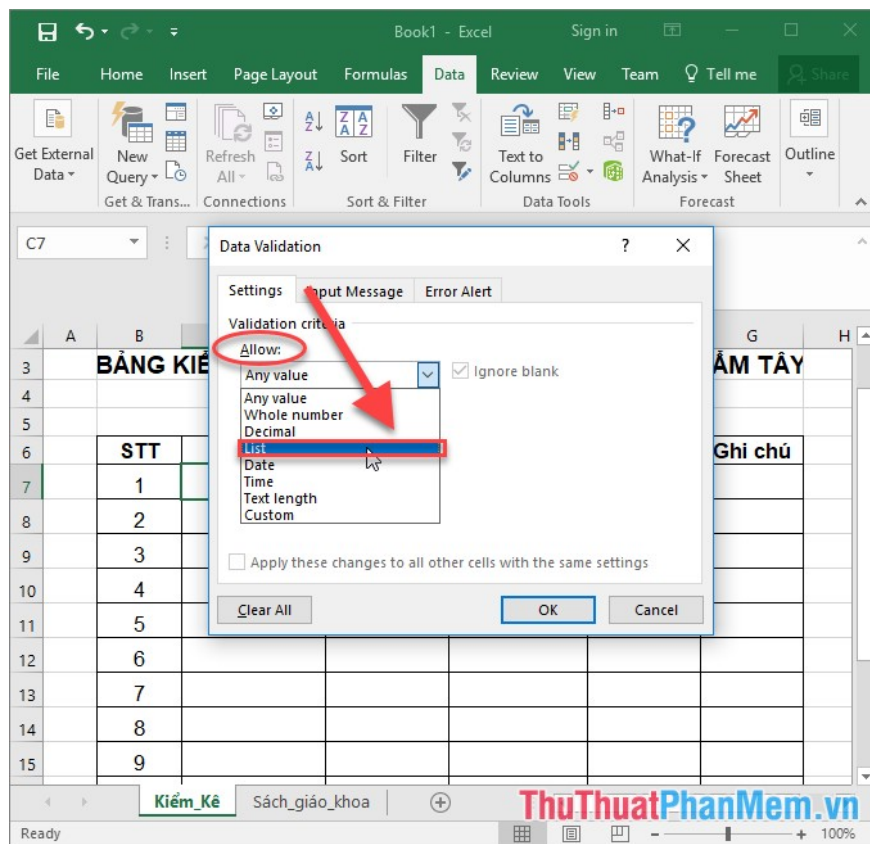
STT	Tên sách	Tác giả	Số lượng	Ngày nhập	Người nhận	Ghi chú
1	Toán 9	Nguyễn Minh Anh	98	1/1/2017	Toán	
2	Văn 9	Vũ Tuyết Lê	102	1/2/2017	Toán	
3	Hóa 9	Vũ Hồng Ngọc	106	1/3/2017	Toán	
4	Sử 9	Nguyễn Minh Anh	110	1/4/2017	Toán	
5	Địa 9	Nguyễn Lan Hương	114	1/5/2017	Toán	
6	Lý 9	Nguyễn Minh Anh	118	1/6/2017	Toán	
7	Công dân 9	Nguyễn Minh Nhân	122	1/7/2017	Toán	
8	Sinh học 9	Vũ Thị Hoa	126	1/8/2017	Toán	
9	Toán 8	Nguyễn Minh Lâm	130	1/9/2017	Toán	
10	Lý 8	Nguyễn Minh Thu	134	1/10/2017	Toán	
11	Sinh 8	Nguyễn Tuấn Lễ	138	1/11/2017	Toán	

To create a Drop-down List for a textbook column, follow these steps:

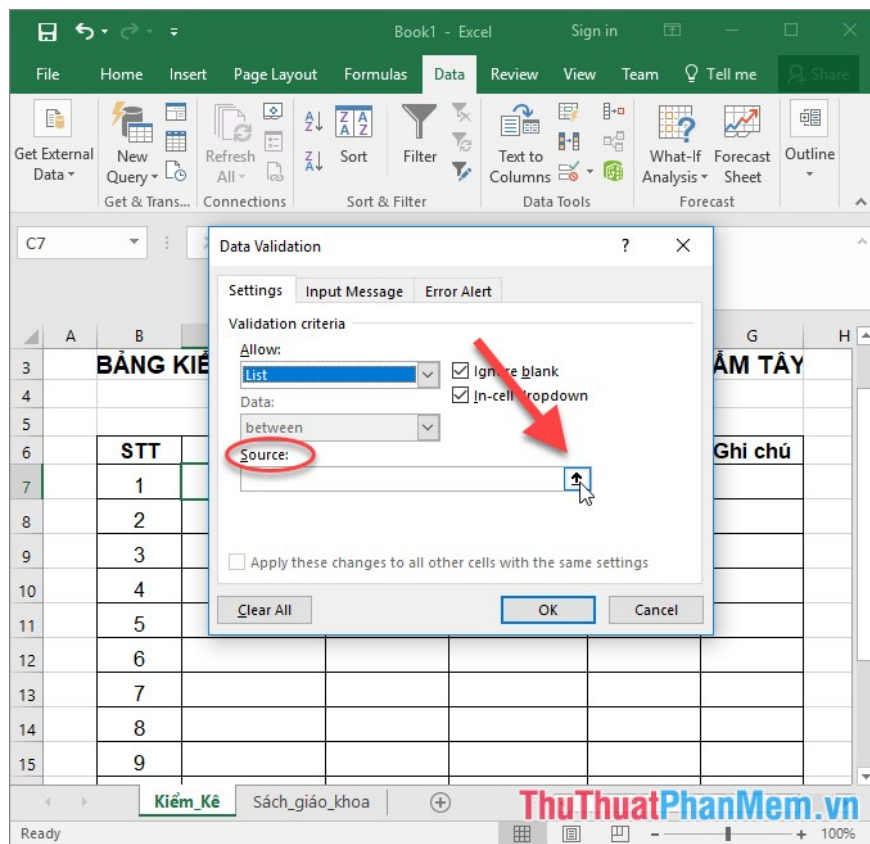
Step 1: Select the data area you want to create **Drop-down List** -> on the **Data** tab -> **Data Validation** -> **Data Validation** .



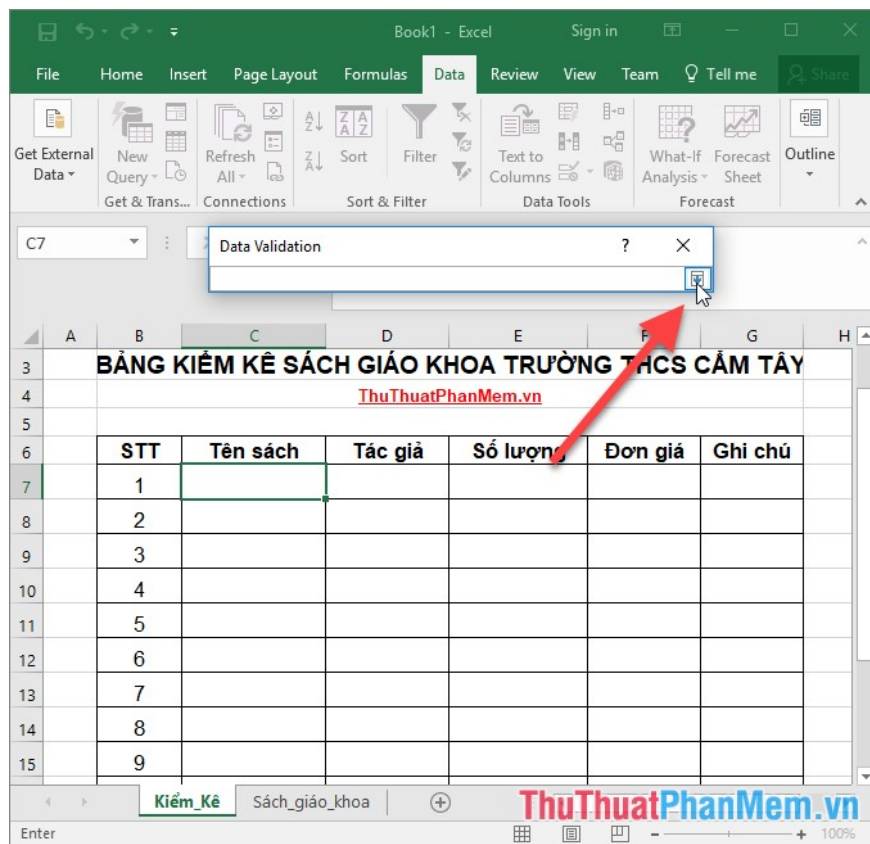
Step 2: The **Data Validation** dialog box appears in the **Allow price list option**:



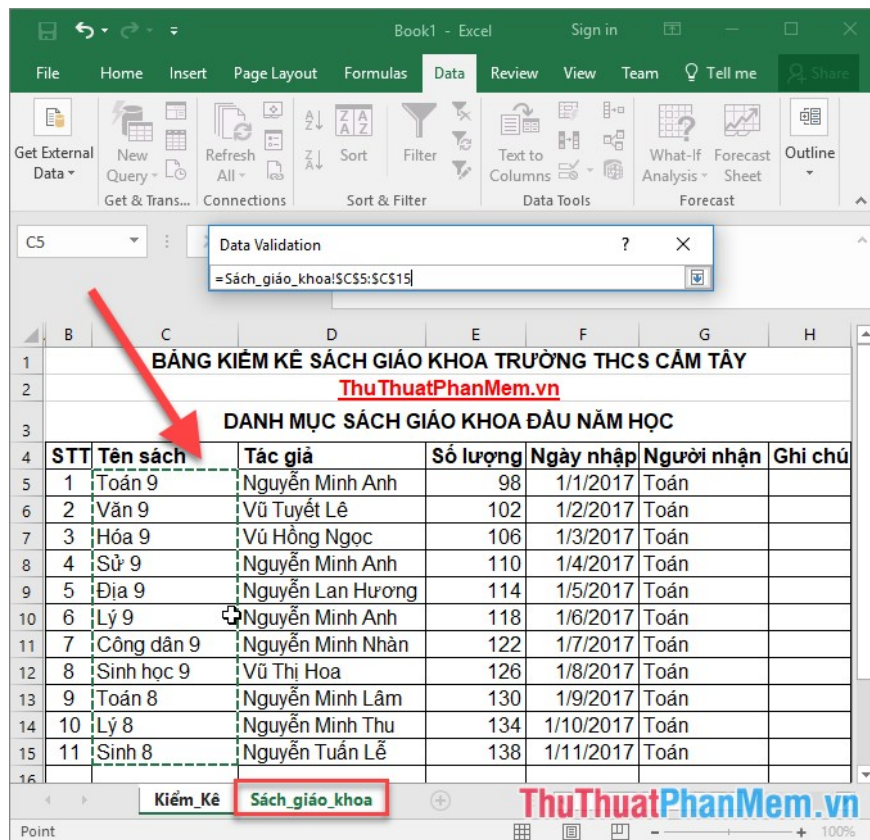
Step 3: After selecting the type of list, scroll down to **Source**, click the arrow to select the data set in the **Drop-down List**:



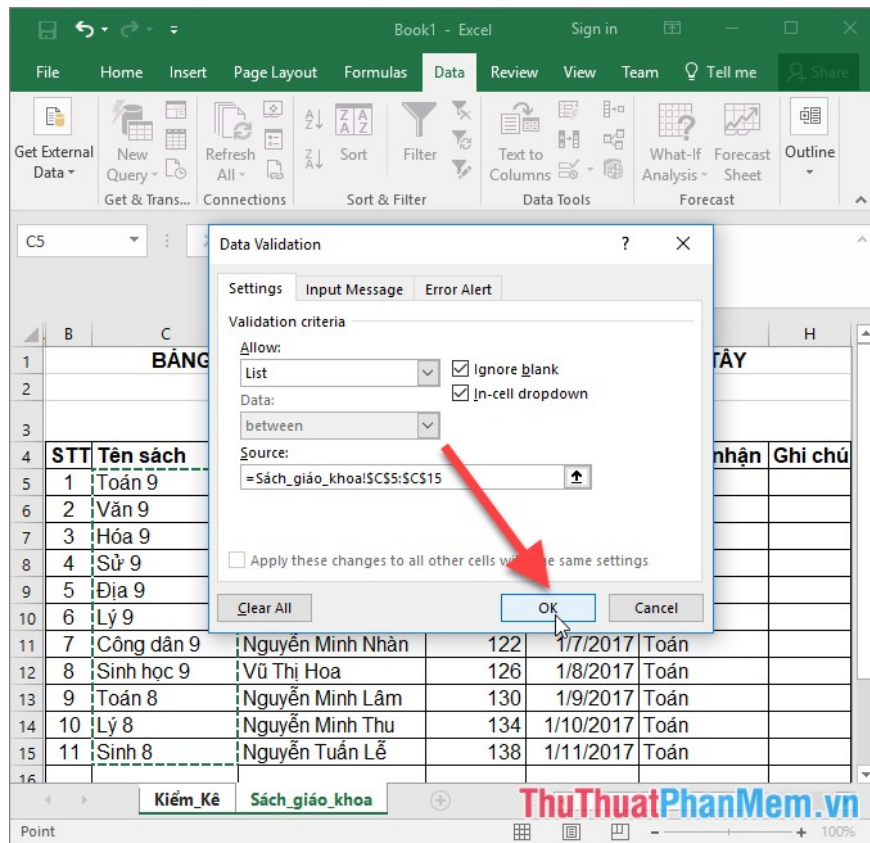
Step 4: Click the down arrow and move down the **Book_document** sheet to get the data to create **Drop-down List**:



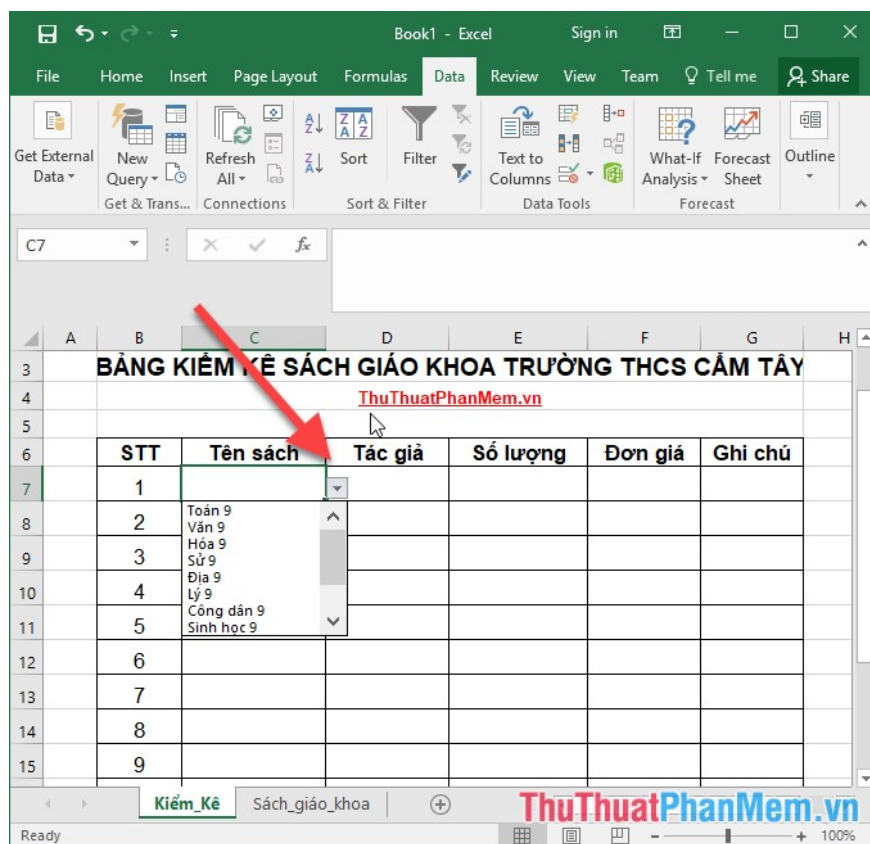
Step 5: Select the data area placed in the **Drop-down List**, for example, here take the data in the **Name** column :



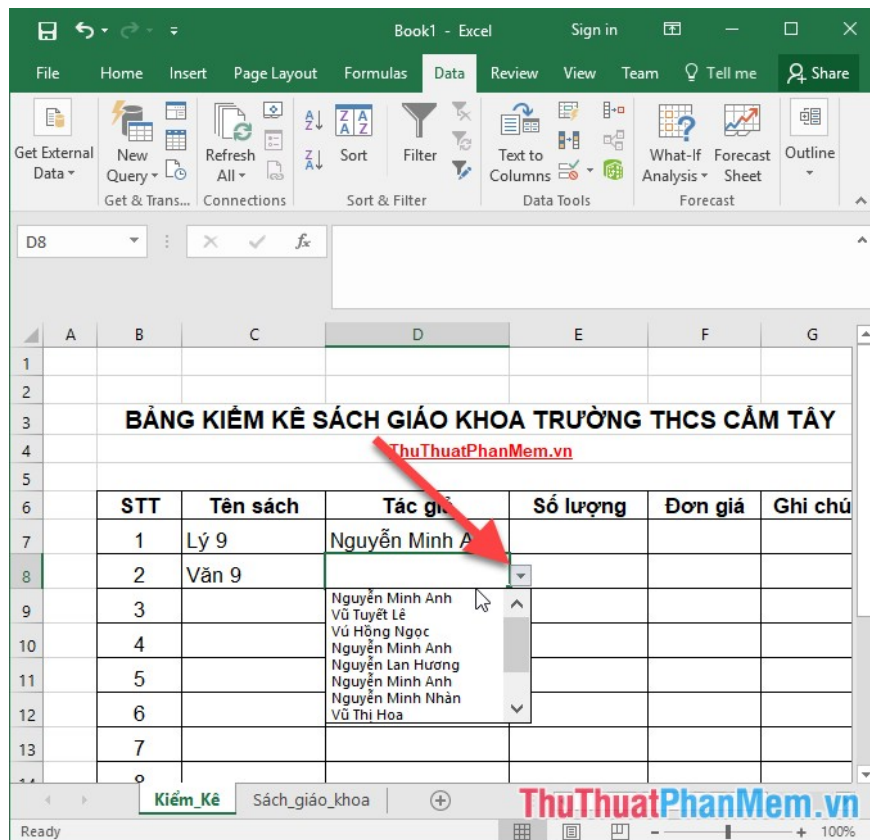
Step 6: After making your selection click **OK**:



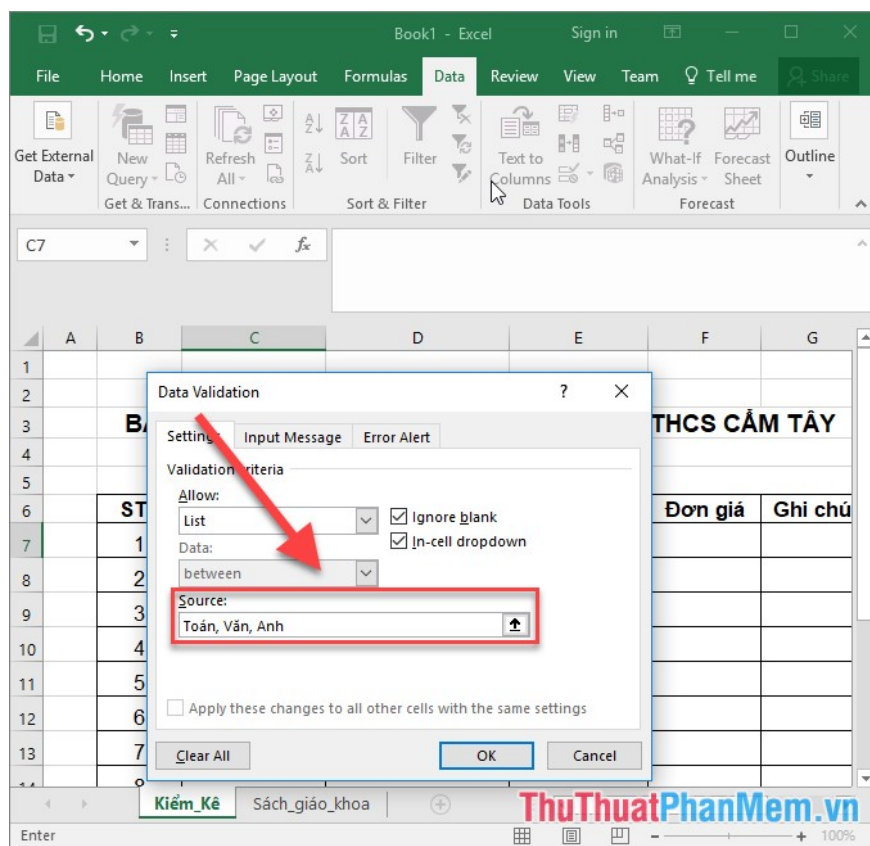
The result when you click a cell in the title column -> **Drop-down List** 1 drop down list for you to choose, instead of entering the content you just need to click on a value in the **Drop-down List**:



In the same way, you create a **Drop-down List** for the Author column:



In case the content you want to create in the **Short Drop-down List** , you can enter the content directly in **Source**:



Attention:

In some cases, it is impossible to use the **Data Validation** feature due to one of the following reasons:

- **Drop-down List** cannot be created from a sheet linked to Office SharePoint tools.
- Your Excel file has a security mode such as setting a password .

The above is a detailed guide on how to create drop down lists or drop-down lists in Excel. Good luck!

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