Rodrigo Estrada

How to Create Dropdown Menus in Microsoft Excel

Part One: Drop-down Menus

Drop down menus allow the user to fill in a cell from a list of choices already typed out. This eliminates the hassle of having to fill in type a repetively item into a cell.

- The first thing you want to do is open a new Microsoft Excel spreadsheet
- Next, copy down the sample data created here

	A	B	C	D	E	F	G
1		Points Earned	Points Possible	Final Grade	Period		
2	Aaron	45	50	90%			1
3	Bruce	30	50	60%			2
4	Clint	40	50	80%			3
5	Daisy	42	50	84%			6
6	Esteban	43	50	86%			7
7	Fiona	38	50	76%			8
8	Ganon	25	50	50%			
9	Helen	41	50	82%			
10	Ione	42	50	84%			
11	Jerry	42	50	84%			
12	Kirby	46	50	92%			
13	Link	49	50	98%			
14	Mario	48	50	96%			
15	Natasha	50	50	100%			
16	Oswald	39	50	78%			
17	Peter	50	50	100%			
18	Quin	48	50	96%			
19	Reina	36	50	72%			
20	Steve	47	50	94%			
21	Tony	50	50	100%			
22	Ugene	38	50	76%			
23	Vicky	39	50	78%			
24	Wanda	42	50	84%			
25	Xavier	45	50	90%			
26	Yolanda	35	50	70%			
27	Zelda	46	50	92%			
28							

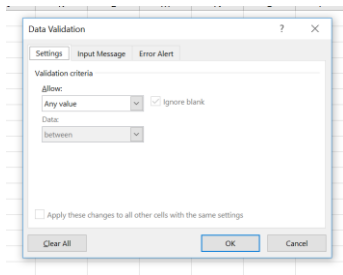- Click on the empty cell under the column titled "period" (cell E2)

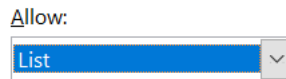| D	E	F
Final Grade	Period	
90%		
60%		
80%		
84%		
86%		

- Click on the Data Tab
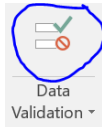
- Click on Data Validation button

- A window should pop up titled "Data Validation"

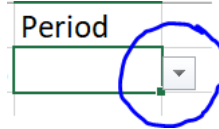- Click the option titled "Allow" and choose List

- Next click in the Source box
- Highlight the list of numbers in column G

G
1
2
3
6
7
8

- Click Ok

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Period

- You should see a little arrow button next to cell E2
- Click on this arrow to reveal the drop-down menu
- You can use the auto fill handle to apply the information to all entries. Just click on the lower right corner of cell E2 and drag down to the last entry

Period

	A	B	C	D	E
		Points Earned	Points Possible	Final Grade	Period
	Aaron	45	50	90%	
	Bruce	30	50	60%	
	Clint	40	50	80%	
	Daisy	42	50	84%	
	Esteban	43	50	86%	
	Fiona	38	50	76%	
	Ganon	25	50	50%	
	Helen	41	50	82%	
	Ione	42	50	84%	
	Jerry	42	50	84%	
	Kirby	46	50	92%	
	Link	49	50	98%	
	Mario	48	50	96%	
	Natasha	50	50	100%	
	Oswald	39	50	78%	
	Peter	50	50	100%	
	Quin	48	50	96%	
	Reina	36	50	72%	
	Steve	47	50	94%	
	Tony	50	50	100%	
	Ugene	38	50	76%	
	Vicky	39	50	78%	
	Wanda	42	50	84%	
	Xavier	45	50	90%	
	Yolanda	35	50	70%	
	Zelda	46	50	92%	

- Click outside of the highlighted area
- Click back on a cell and in the Period column and you'll see a little down arrow next to each cell

7	Fiona	38	50	76%	

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Activity: Pretend you are a college professor of 20 students and you want to make a spreadsheet of where your students are from. Use the List tool to help you fill in the table.

- Open a blank Excel spreadsheet
- Copy down the following data

	A	B	C	D
1	Student	States		Alabama
2	1			Illinois
3	2			Wisconsin
4	3			Viginia
5	4			Michigan
6	5			Ohio
7	6			Tennessee
8	7			Iowa
9	8			
10	9			
11	10			
12	11			
13	12			
14	13			
15	14			
16	15			
17	16			
18	17			
19	18			
20	19			
21	20			
22				

- Fill in a state for each student
    - Students 1-2 are from Alabama
    - Students 3-4 are from Illinois
    - Students 5-6 are from Wisconsin
    - Students 7-8 are from Virginia
    - Students 9-10 are from Michigan
    - Students 11-12 are from Ohio
    - Students 13-14 are from Tennessee
    - Students 15-16 are from Iowa
    - Students 17-18 are from Illinois
    - Students 19-20 are from Michigan