

Excel - Simple Pick List



When entering data into cells in a spreadsheet is time consuming to type redundant information and you may make a typo that causes problems when searching for information or summarizing information. Excel allows a simple pick list as a solution to these problems.

1. Type in the information that will be selectable from the list

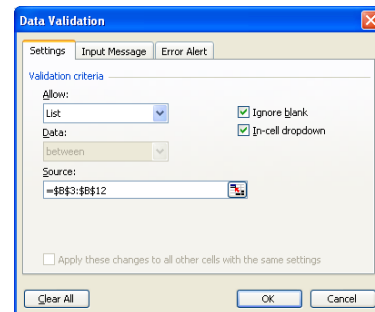
	A	B
1		Pick List Example
2		
3	1	British Columbia
4	2	Alberta
5	3	Saskatchewan
6	4	Manitoba
7	5	Ontario
8	6	Quebec
9	7	Nova Scotia
10	8	Prince Edward Island
11	9	New Brunswick
12	10	Newfoundland
13		
14	Pick your Province from the drop down list	

2. Select a cell or a range of cells or an entire column where you want the list options to be available (C14 in this example)

3. From the Data Menu select Validation

4. In the Allow options select List

5. In the Source box enter the range for the list data
 $=\$b\$3:\$b\12 (or drag over the range)



6. To apply and use the pick list click the drop down arrow by the cell to contain a value and left click the desired value

	A	B	C	D
1		Pick List Example		
2				
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13				
14	Pick your Province from the drop down list			
15				
16				
17				
18				
19				
20				
21				

Note: you may put your list way down on your worksheet, you don't need it at the top!