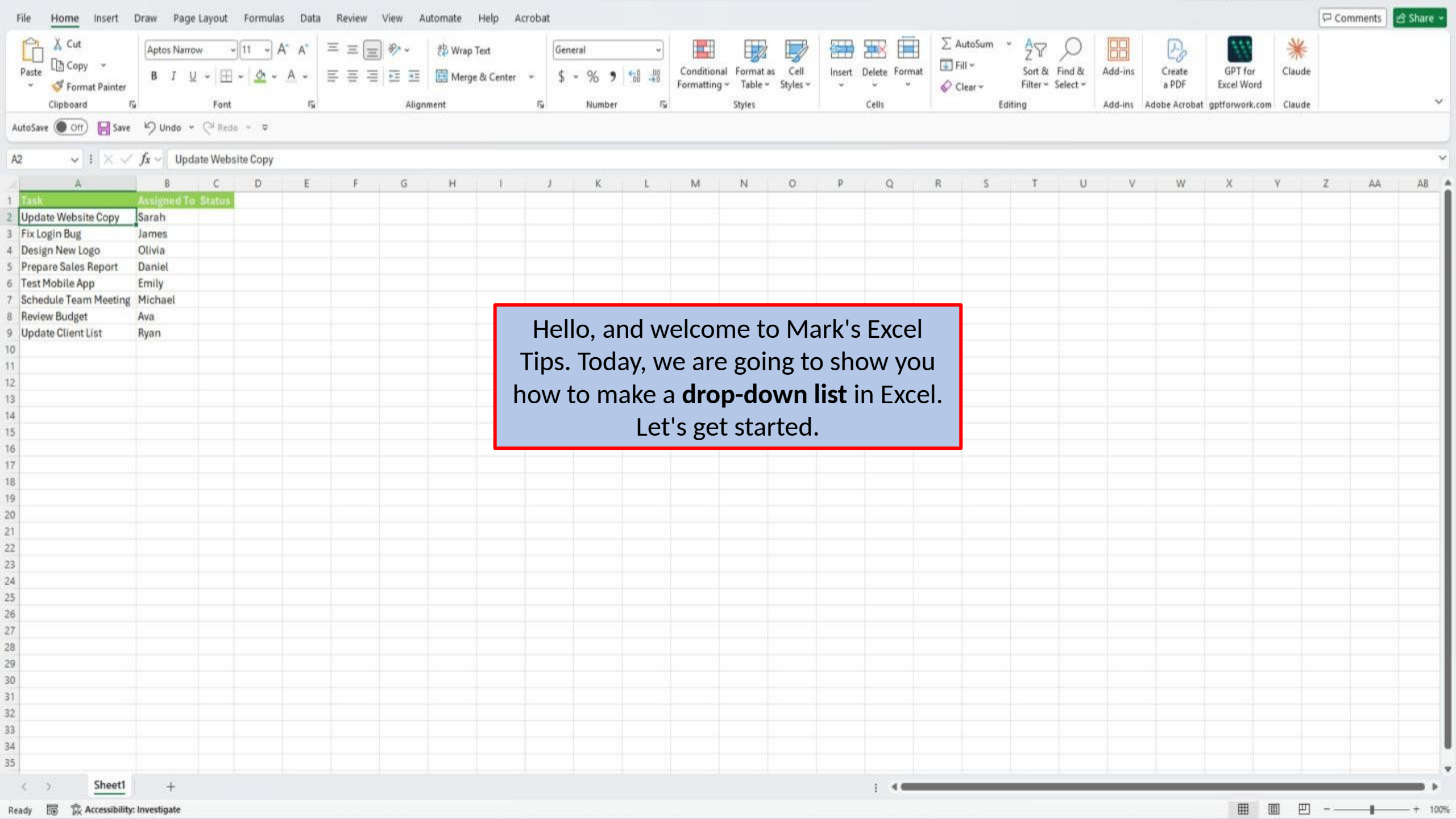


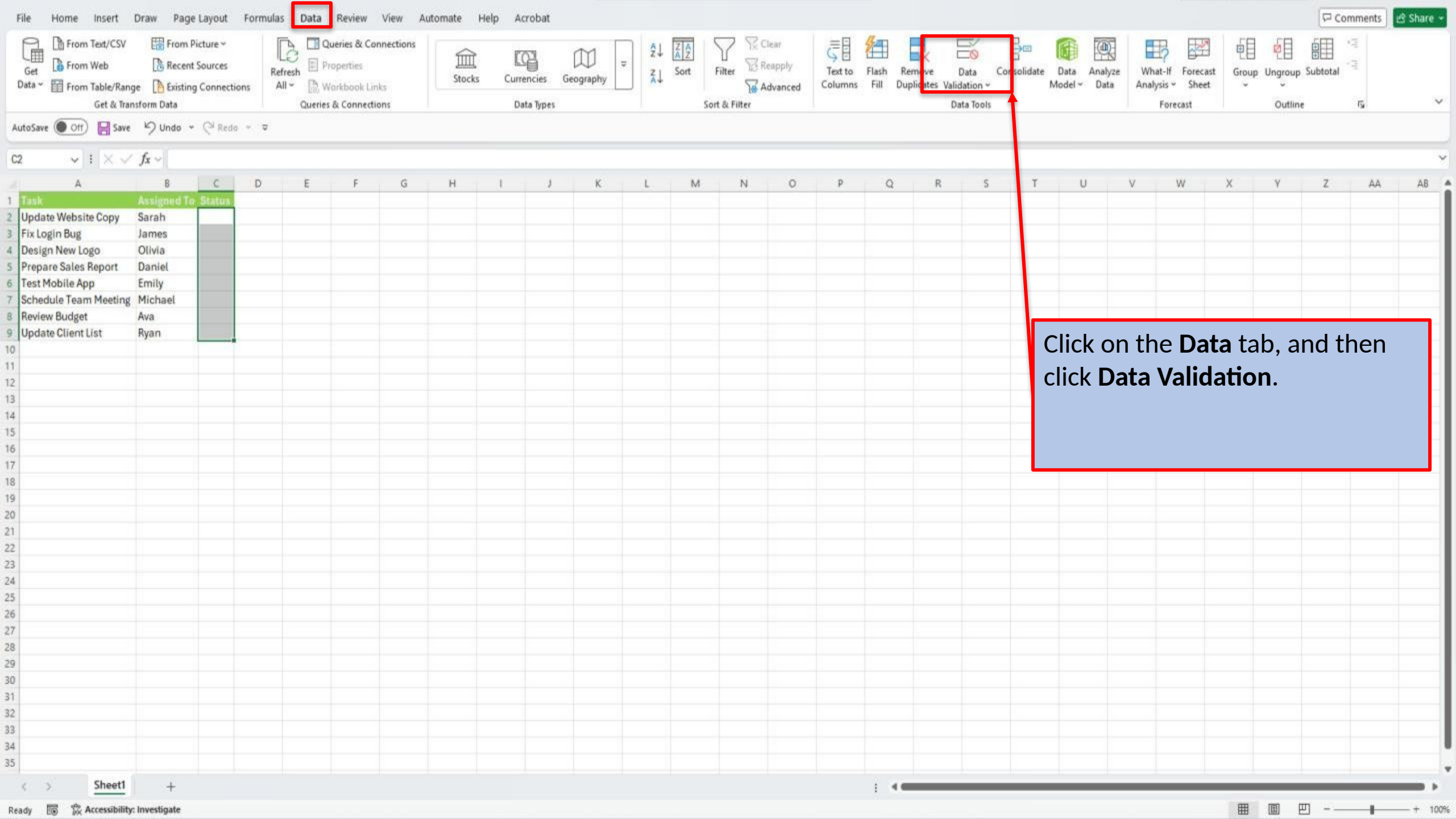


Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to make a **drop-down list** in Excel. Let's get started.

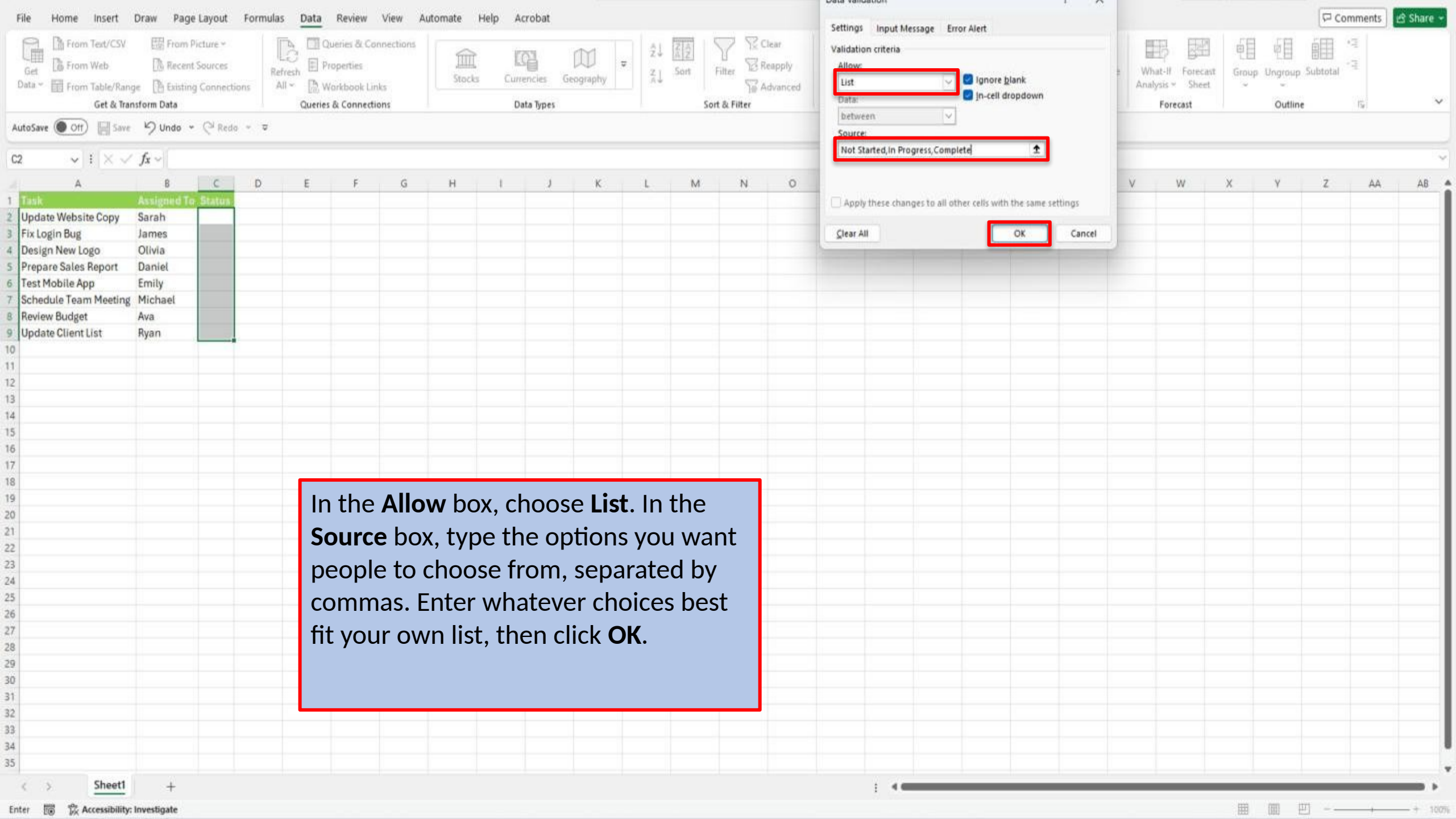
Task	Assigned To	Status
Update Website Copy	Sarah	
Fix Login Bug	James	
Design New Logo	Olivia	
Prepare Sales Report	Daniel	
Test Mobile App	Emily	
Schedule Team Meeting	Michael	
Review Budget	Ava	
Update Client List	Ryan	

The screenshot shows an Excel spreadsheet with columns A through AB and rows 1 through 35. The data is organized into three columns: A (Task), B (Assigned To), and C (Status). The 'Status' column (C) is highlighted with a red box, and a red arrow points from a callout box to it. The callout box contains the text: "Select the cells where you want the **drop-down list** to appear."

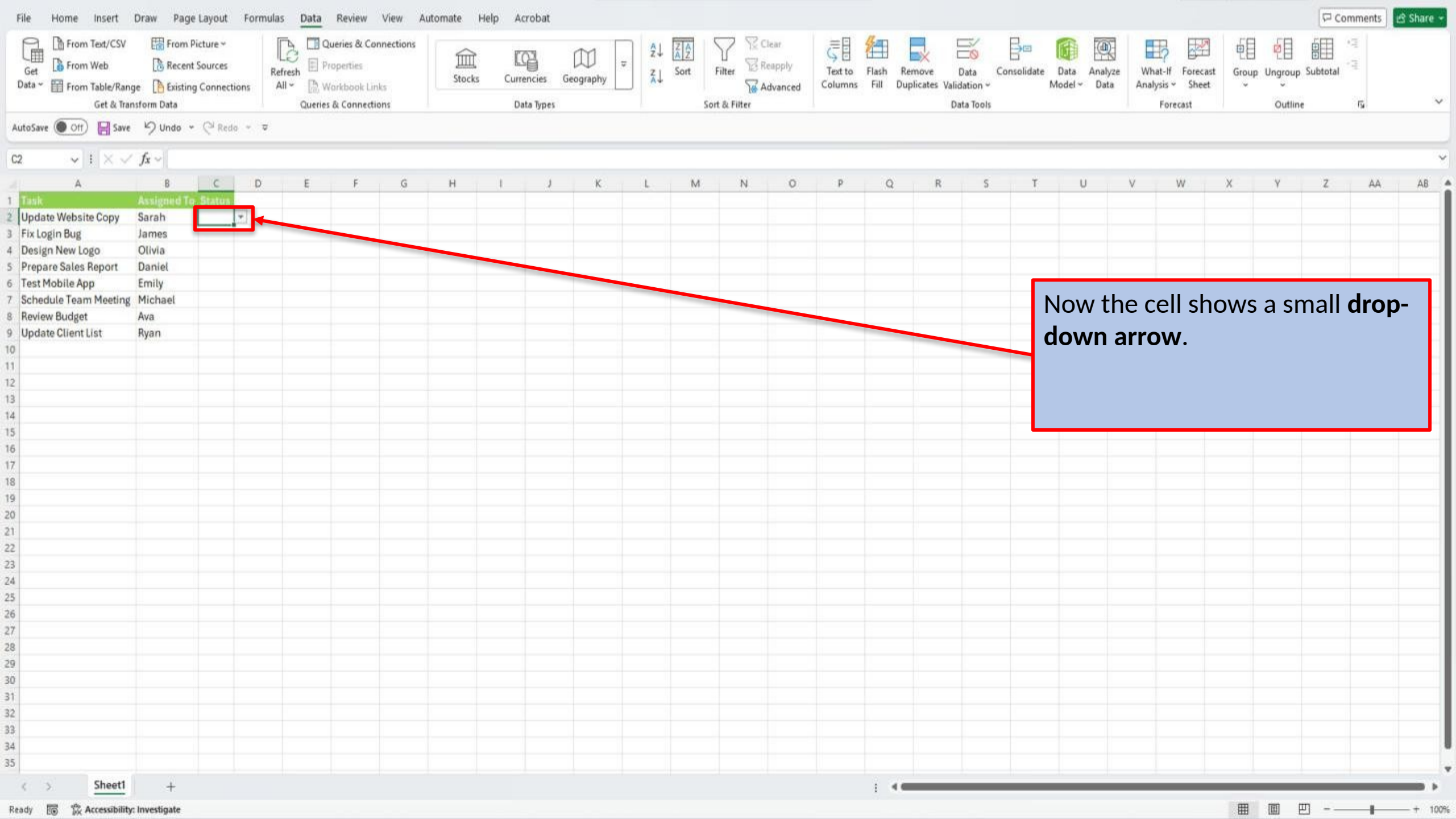
Task	Assigned To	Status
Update Website Copy	Sarah	
Fix Login Bug	James	
Design New Logo	Olivia	
Prepare Sales Report	Daniel	
Test Mobile App	Emily	
Schedule Team Meeting	Michael	
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Update Client List	Ryan	



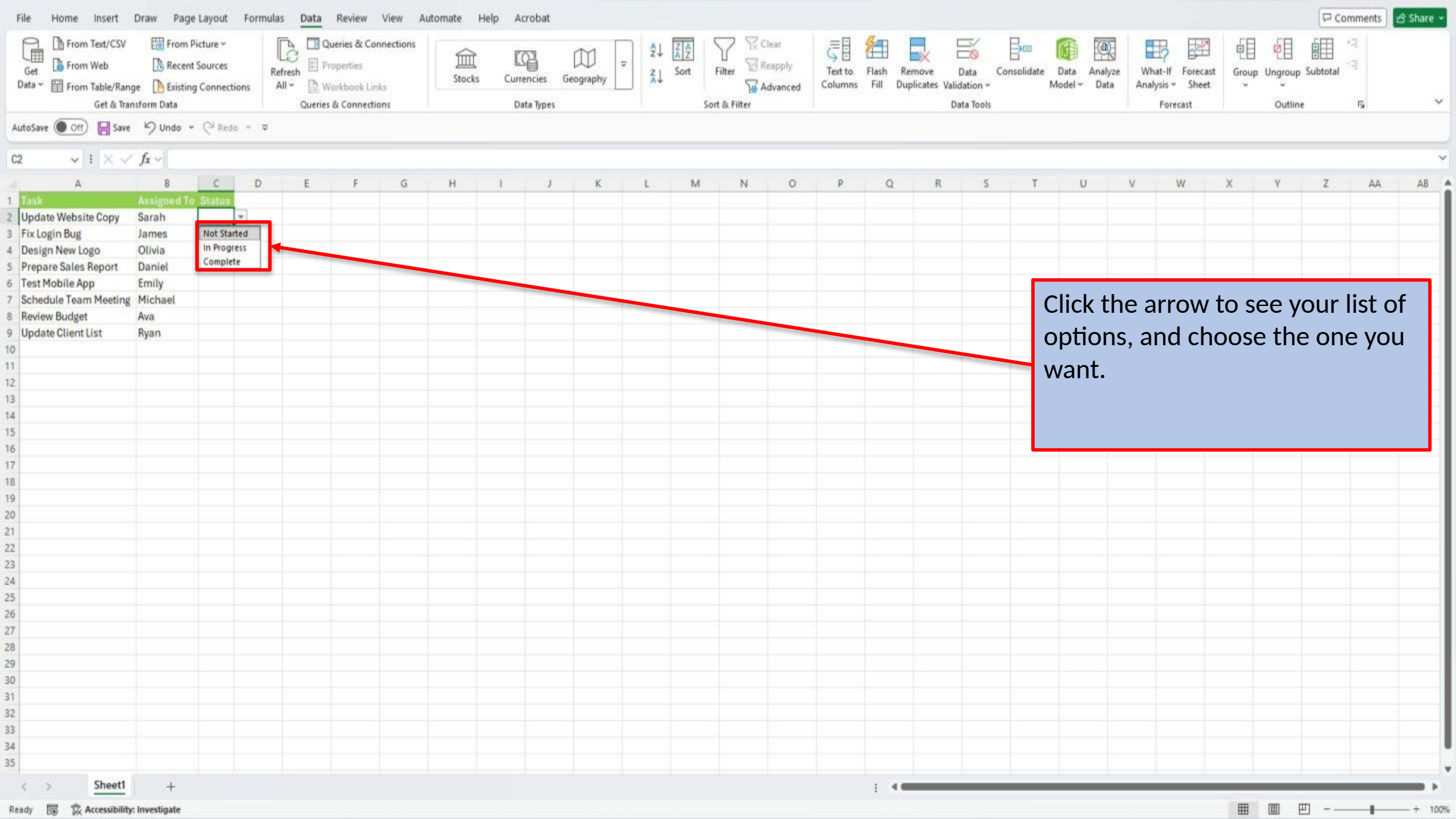
Click on the **Data** tab, and then click **Data Validation**.



In the **Allow** box, choose **List**. In the **Source** box, type the options you want people to choose from, separated by commas. Enter whatever choices best fit your own list, then click **OK**.



Now the cell shows a small **drop-down arrow**.



FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Get Data

From Text/CSV

From Web

From Table/Range

From Picture

Recent Sources

Existing Connections

Get & Transform Data

Refresh All

Queries & Connections

Properties

Workbook Links

Queries & Connections

Stocks

Currencies

Geography

Data Types

Sort

Filter

Clear

Reapply

Advanced

Sort & Filter

Text to Columns

Flash Fill

Remove Duplicates

Data Validation

Consolidate

Data Model

Analyze Data

What-If Analysis

Forecast Sheet

Data Tools

Group

Ungroup

Subtotal

Outline

AutoSaveOffSaveUndoRedo

A2Update Website Copy

Task	Assigned To	Status
Update Website Copy	Sarah	In Progress
Fix Login Bug	James	Not Started
Design New Logo	Olivia	Complete
Prepare Sales Report	Daniel	In Progress
Test Mobile App	Emily	Not Started
Schedule Team Meeting	Michael	Complete
Review Budget	Ava	In Progress
Update Client List	Ryan	Not Started

And that's it! Now every cell in the **Status** column has its own **drop-down list** to choose from.

Sheet1

ReadyAccessibility: Good to go

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