

## How to Create a Dropdown list in Excel

Step 1: Click in the cell where the list will be created.

Step 2: On the Ribbon click on the Data tab > Data Tools grouping > Data Validation



Step 3: Select List from the Allow menu and enter Y,N for your choices.

Settings	Input Message	Error Alert		
Validation	criteria			
Allow:				
List		💌 📝 Ignore <u>b</u> lank		
Data:		In-cell dropdown		
betweer	n	w.		
<u>S</u> ource:				
Y,N				
Apply t	hese changes to a	all other cells with the same	settings	

Make sure to put a comma between your choices

Step 4: Create a message in the Input Message tab for the choices you listed.

Settings In	put Message	Error Alert		
Show inp	ut message wh	en cell is selecte	d	
When cell is s	elected, show	this input messa	ige:	
<u>T</u> itle:				
Input messa	ige:			
Y=Yes				
N=N0				

Step 5: Click on Error Alert tab and type an error message if the user enters an incorrect option

Settings	Input Message	Error Alert
<mark> </mark>	error alert after inv	valid data is entered
When use	er enters invalid da	ta, show this error alert:
Style:		<u>T</u> itle:
Stop		
		Error message:
		You MUST enter a capital Y or N!

✤ You can use the fill down option to copy the list to the following cells.