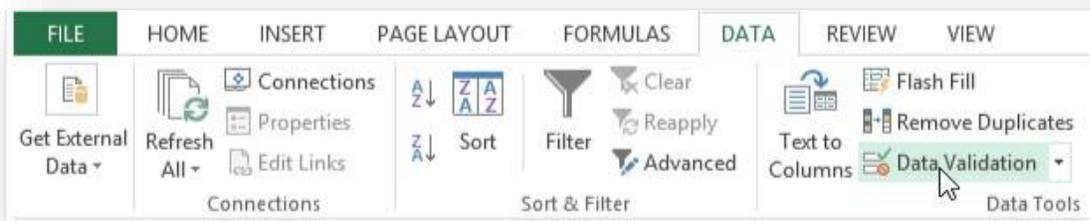




## How to Create a Dropdown list in Excel

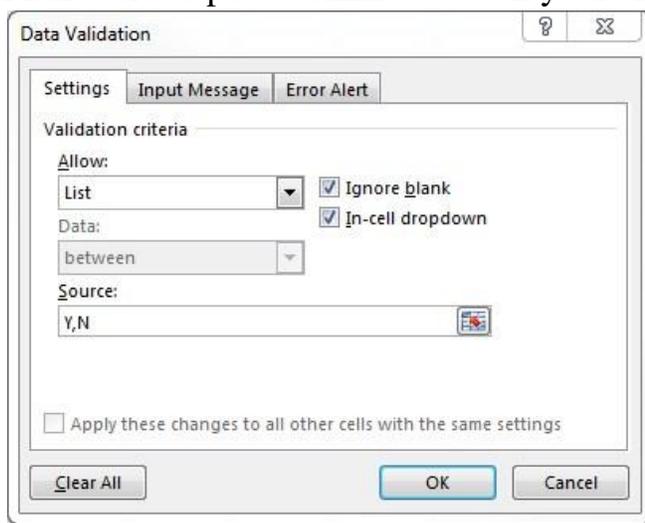
Step 1: Click in the cell where the list will be created.

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

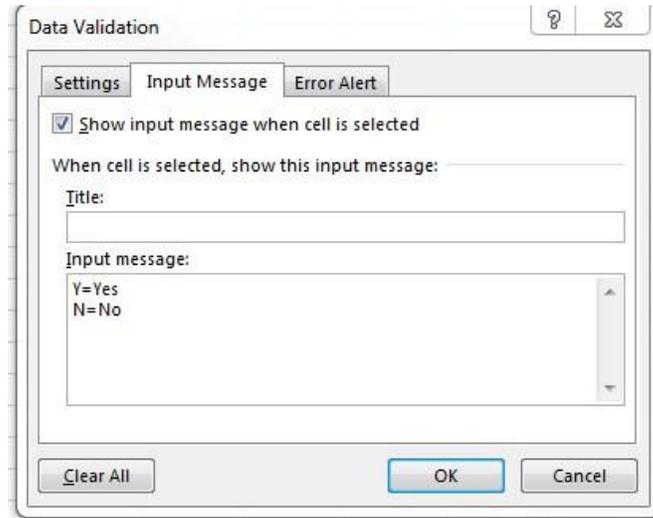


Step 3: Select List from the Allow menu and enter Y,N for your choices.

❖ Make sure to put a comma between your choices



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



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



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