

Drop Down List in Excel

Insert Page Layout Formulas **Data** Review View

Data Validation

Settings

Input Message

Error Alert

Validation criteria

Allow:

List

Any value

Whole number

Decimal

List

Date

Time

Text length

Custom

☒ Ignore blank

☒ In-cell dropdown

☐ Apply these changes to all other cells with the same settings

Clear All

OK

Cancel

Data Validation

Data Validation...

Circle Invalid Data

Clear All

Data Validation

Prevent invalid data from being entered into a cell.

For example, you could reject invalid dates or numbers greater than 1000.

You can also force input to be chosen from a dropdown list of values you specify.

 Press F1 for more help.