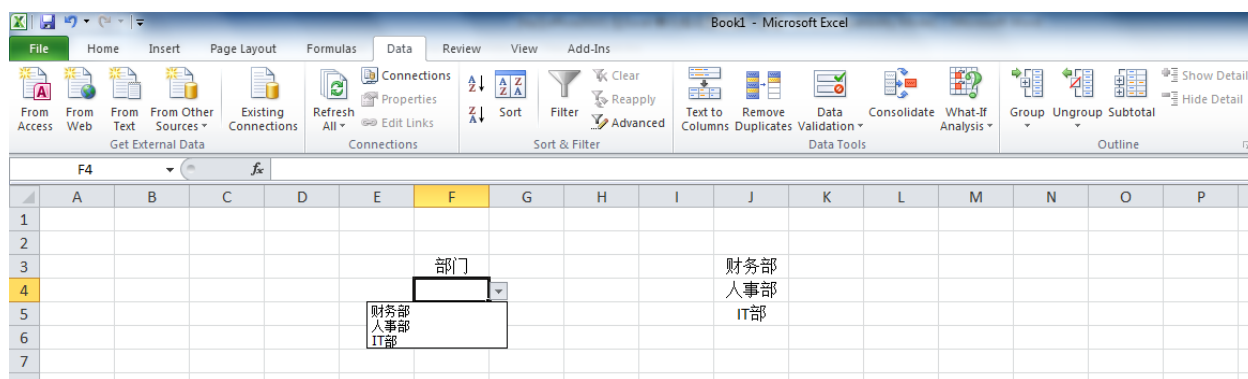


How to set dropdownList in Excel

We may put more duplicated data in Excel sheet during daily work. We will let you know how to set dropdownList in Excel at this time, this tool will make your work more effective and input data exactly.

Demo:

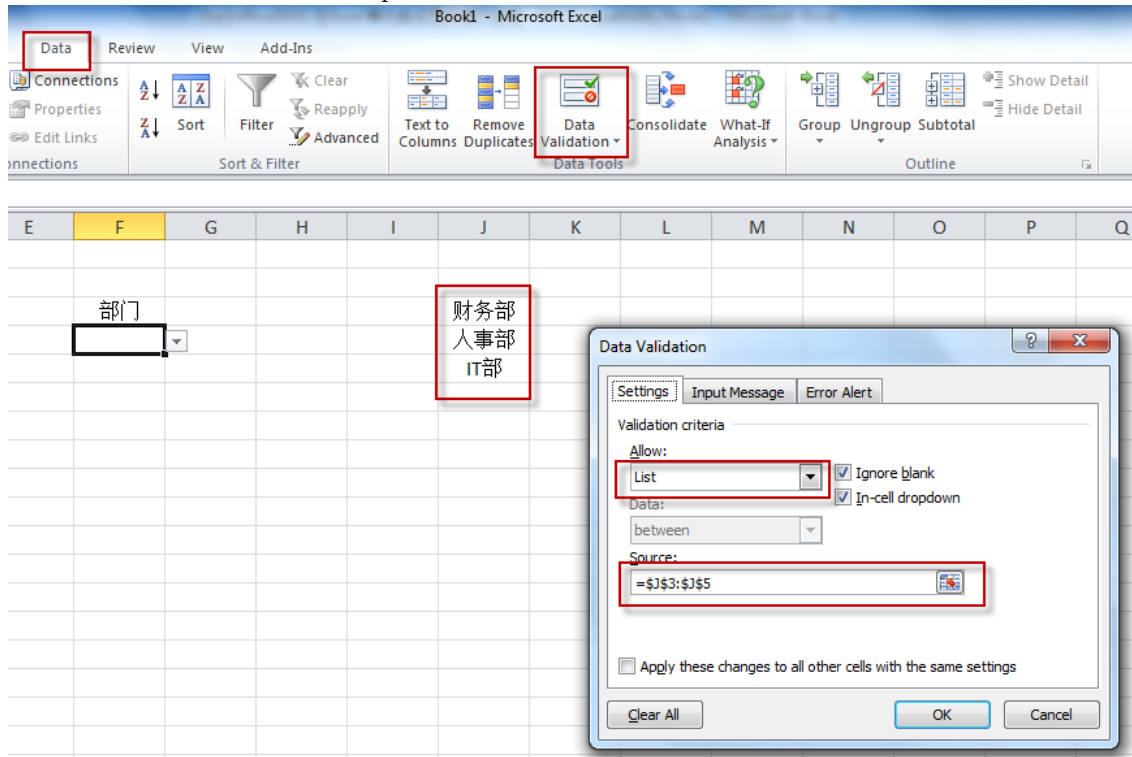


Steps

1. Put your data source in Excel table cell.

F	G	H	I	J
部门				财务部 人事部 IT部

2. Select other table cell which you want to create dropdownList, choose **【Data】**, in **【Data Validation】** window, set Validation criteria **【List】**, select your data source in **【source】**. Click OK. Then you will find your Data Source in this dropdownList.



The screenshot illustrates the steps to create a dropdown list in Excel. It shows the 'Data' ribbon with the 'Data Validation' icon highlighted. Below, a spreadsheet shows a dropdown menu in cell F2 with a red box around it. To its right, a red box highlights the data source in cell J3:J5. A 'Data Validation' dialog box is open, showing 'List' as the validation criteria and '=J\$3:J\$5' as the source.

See you next week.