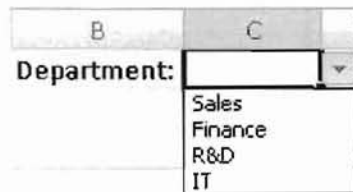


Create a drop-down list from a range of cells

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Tags create list; menu

 What are tags?

To make data entry easier, or to limit entries to certain items that you define, you can create a drop-down list of valid entries that is compiled from cells elsewhere in the workbook. When you create a drop-down list for a cell, it displays an arrow in that cell. To enter information in that cell, click the arrow, and then click the entry that you want.

To create a drop-down list from a range of cells, use the **Data Validation** command in the **Data Tools** group on the **Data** tab.

1. To create a list of valid entries for the drop-down list, type the entries in a single column or row without blank cells. For example:

	A
1	Sales
2	Finance
3	R&D
4	IT

NOTE You may want to sort the data in the order that you want it to appear in the drop-down list.

2. If you want to use another worksheet, type the list on that worksheet, and then define a **name** for the list.

 How to define a name

1. Select the cell, range of cells, or **nonadjacent selections** that you want to name.
2. Click the **Name** box at the left end of the **formula bar**.



3. Type the name for the cells, for example, **ValidDepts**.
4. Press **ENTER**.

NOTE You cannot name a cell while you are changing the contents of the cell.

3. Select the cell where you want the drop-down list.

4. On the **Data** tab, in the **Data Tools** group, click **Data Validation**.



 Issue: The **Data Validation** command is unavailable.

An Excel table may be linked to a SharePoint site You cannot add data validation to an Excel table that is linked to a SharePoint site. To add data validation, you must unlink the Excel table or convert the Excel table to a range.


You may be currently entering data The **Data Validation** command is not available on the **Data** tab while you are entering data in a cell. To finish entering, press **ENTER** or **ESC**.

The worksheet might be protected or shared You cannot change data validation settings if your workbook is shared or protected. For more information about how to stop sharing or remove protection from a workbook, see [Use a shared workbook to collaborate](#) and [Change or remove protection of worksheet or workbook elements](#).

5. In the **Data Validation** dialog box, click the **Settings** tab.
6. In the **Allow** box, click **List**.
7. To specify the location of the list of valid entries, do one of the following:
- If the list is in the current worksheet, enter a reference to your list in the **Source** box.
 - If the list is on a different worksheet, enter the name that you defined for your list in the **Source** box.

In both cases, make sure that the reference or name is preceded with an equal sign (=). For example, enter **=ValidDepts**.

8. Make sure that the **In-cell dropdown** check box is selected.
9. To specify whether the cell can be left blank, select or clear the **Ignore blank** check box.
10. Optionally, display an input message when the cell is clicked.

 How to display an input message

1. Click the **Input Message** tab.
 2. Make sure that the **Show input message when cell is selected** check box is selected.
 3. Type the title and text for the message (up to 225 characters).
11. Specify how you want Microsoft Office Excel to respond when invalid data is entered.

 How to specify a response to invalid data

1. Click the **Error Alert** tab, and make sure that the **Show error alert after invalid data is entered** check box is selected.
2. Select one of the following options for the **Style** box:
 - To display an information message that does not prevent entry of invalid data, click **Information**.
 - To display a warning message that does not prevent entry of invalid data, click **Warning**.
 - To prevent entry of invalid data, click **Stop**.
3. Type the title and text for the message (up to 225 characters).

NOTE If you don't enter a title or text, the title defaults to "Microsoft Excel" and the message to: "The value you entered is not valid. A user has restricted values that can be entered into this cell."

NOTES

- The width of the drop-down list is determined by the width of the cell that has the data validation. You may need to adjust the width of that cell to prevent truncating the width of valid entries that are wider than the width of the drop-down list.
- The maximum number of entries that you can have in a drop-down list is 32,767.
- If the validation list is on another worksheet and you want to prevent users from seeing it or making changes, consider hiding and protecting that worksheet.

See Also

- Apply data validation to cells
- Cannot use external references with data validation
- Create or change a cell reference

Was this information helpful?

 Yes No I don't know

Merge cells or split merged cells

[Show All](#)

Tags cell; combine; combine text; format a cell; headings; join; mail merge; merge

What are tags?

You can't split an individual cell, but you can make it appear as if a cell has been split by merging the cells above it. For example, you want to split cell A2 into three cells that will appear, side-by-side, under cell A1 (you want to utilize cell A1 as a heading). It is not possible to split cell A2, but you can achieve a similar effect by merging cells A1, B1, and C1 into one, single cell. You then enter your data in cells A2, B2, and C2. These three cells appear as if they are split under one larger cell (A1) that acts as a heading.

When you merge two or more adjacent horizontal or vertical cells, the cells become one larger cell that is displayed across multiple columns or rows. When you merge multiple cells, the contents of only one cell (the upper-left cell for left-to-right languages, or the upper-right cell for right-to-left languages) appear in the **merged cell**. In the following example, using the **Merge & Center** command centers the text in the merged cell.

lorem ipsum

IMPORTANT The contents of the other cells that you merge are deleted.

You can split a merged cell into separate cells again by undoing its merge. If you don't remember where you have merged cells, you can use the **Find** command to quickly locate any or all merged cells.

What do you want to do?

- ↓ Merge adjacent cells
- ↓ Split a merged cell
- ↓ Find merged cells

Merge adjacent cells

1. Select two or more adjacent cells that you want to merge.

NOTE Make sure that the data that you want to display in the merged cell is contained in the upper-left cell of the selected range. Only the data in the upper-left cell will remain in the merged cell. Data in all the other cells of the selected range will be deleted.

2. On the **Home** tab, in the **Alignment** group, click **Merge and Center**.



The cells will be merged in a row or column, and the cell contents will be centered in the merged cell. To merge cells without centering, click the arrow next to **Merge and Center**, and then click **Merge Across** or **Merge Cells**.


NOTE If the **Merge and Center** button is unavailable, the selected cells might be in Edit mode, or the cells might be inside an Excel table. To cancel Edit mode, press ENTER. You cannot merge cells that are inside an Excel table.

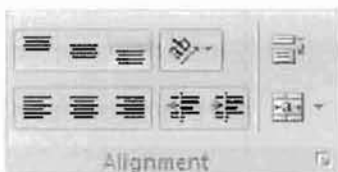
3. To change the text alignment in the merged cell, select the cell, and then click any of the alignment buttons in the **Alignment** group on the **Home** tab.


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Split a merged cell

1. Select the merged cell.

When you select a merged cell, the **Merge and Center** button  also appears selected in the **Alignment** group on the **Home** tab.



2. To split the merged cell, click **Merge and Center** .

The contents of the merged cell will appear in the upper-left cell of the range of split cells.

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Find merged cells

1. On the **Home** tab, in the **Editing** group, click **Find & Select**.




2. Click **Find**.
3. On the **Find** tab, click **Options**, and then click **Format**.
4. On the **Alignment** tab, under **Text control**, select the **Merge cells** check box, and then click **OK**.
5. Do one of the following:
 - To find the next occurrence of a merged cell, click **Find Next**.

Excel selects the next merged cell on the worksheet.

- To find all merged cells, click **Find All**.

Excel displays a list of all merged cells in the bottom section of the **Find and Replace** dialog box. When you select a merged cell in this list, Excel selects that merged cell on the worksheet.

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See Also

- [Distribute the contents of a cell into adjacent columns](#)

Was this information helpful?

Yes

No

I don't know