

Using drop-down menus is an easy way to ensure that your clients enter only acceptable and predefined values into a spreadsheet. To create a drop-down menu in Excel 2007, follow these steps:

Open an MS Excel file and move your cursor to any blank cell

1. Click the "Data" tab
2. On the "Data Tools" section, click the "Data Validation" button
3. On the "Data Validation" window on the "Settings" tab, choose "List" from the "Allow:" drop-down menu
4. In the "Source" field, type a list of values separated by commas
5. Click the "OK" button

To view a screen cast of this tip, click here:

<http://screencast.com/t/PDvSdnBv>