



Module 3 : Auto Updating Drop-down Lists

3.1 Auto Updating Drop-down Lists

When using Excel, a drop-down list can be used to create a list of selectable data in cells.

This is usually a non-changing list with set variables that are used often, such as a simple Yes or No, a date from a Calendar, or it could be a part of an address (like a state, county or province). Sometimes you will need to add data to the bottom of your drop-down list. Unlike when changing data within a list (or adding within a list), your list will not automatically update.

To make an automatically updating list you can use the following steps:

1. Select your existing list and format it as a table.
2. Select the cells you want the drop-down list to appear in.
3. Select from the Menu - Data > Data Validation.
4. In the settings tab select List from the Allow drop-down menu.
5. In the Source text box, choose the source of your list.
6. Click OK, and you have created an auto updated drop-down list.

Now you can add to the bottom of your source list and it will automatically appear in your drop-down menu.

3.2 Video Instruction

Auto Updating Drop-down Lists - 2m 12s

3.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, you can follow the video above as a reference and you will see how the results are reached for Auto Updating Drop-down Lists.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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