

How can I create a drop-down list in Excel from another sheet?

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Creating a drop-down list in Excel from another sheet involves using the "Data Validation" feature to reference a range of cells from another sheet. This allows for easier data entry and ensures consistency in the choices available in the drop-down list. To create the drop-down list, the user must first define the list in the source sheet, then select the cell where the drop-down list will be located in the destination sheet, and finally use the "Data Validation" feature to reference the range of cells from the source sheet. This process allows for a more organized and efficient way of data entry in Excel.

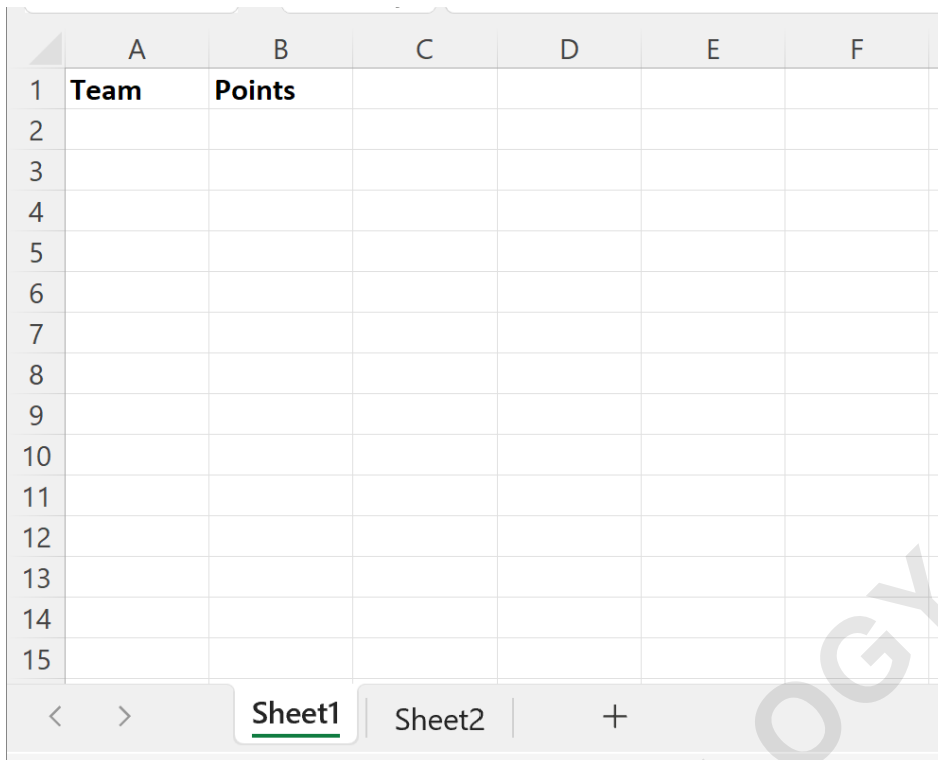
Excel: Create Drop-Down List from Another Sheet

Often you may want to create a dropdown list in an Excel sheet using values from another sheet.

The following step-by-step example shows how to do so.

Step 1: Create List of Values

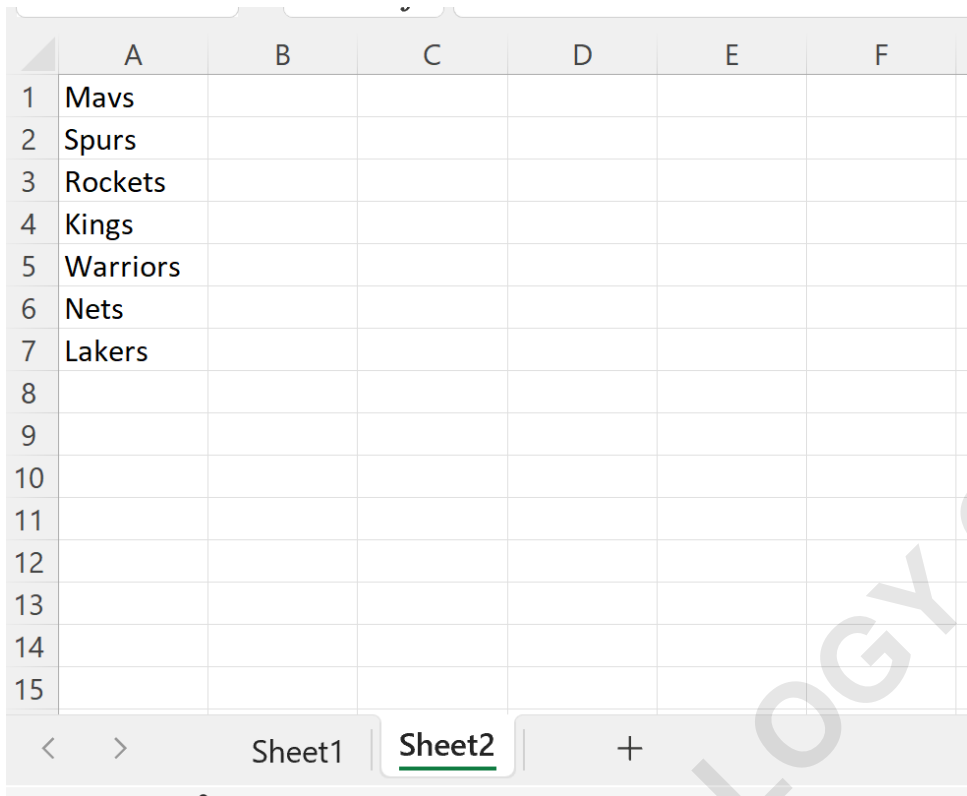
Suppose we would like a user to be able to enter data for various basketball teams in Sheet1 in Excel:



The image shows a screenshot of an Excel spreadsheet. The spreadsheet has a grid with columns labeled A through F and rows labeled 1 through 15. In row 1, column A is labeled 'Team' and column B is labeled 'Points'. The rest of the grid is empty. At the bottom of the spreadsheet, there are sheet tabs for 'Sheet1' and 'Sheet2', with 'Sheet1' being the active sheet. A watermark 'ARABPSYCHOLOGY.COM' is visible diagonally across the spreadsheet.

	A	B	C	D	E	F
1	Team	Points				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

To ensure that the user only enters specific team names, we'll specify the list of valid team names in Sheet2:



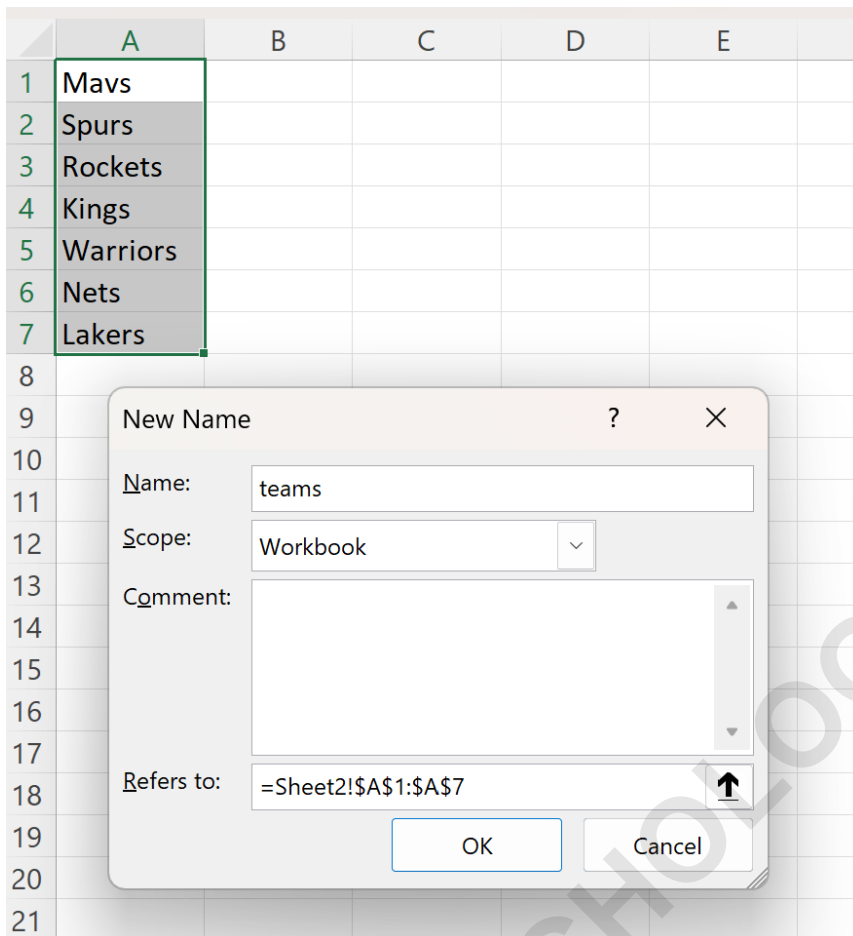
The screenshot shows an Excel spreadsheet with two sheets, Sheet1 and Sheet2. Sheet2 is active and displays a list of NBA teams in column A, rows 1 through 7. The teams listed are Mavs, Spurs, Rockets, Kings, Warriors, Nets, and Lakers. The rest of the spreadsheet is empty.

	A	B	C	D	E	F
1	Mavs					
2	Spurs					
3	Rockets					
4	Kings					
5	Warriors					
6	Nets					
7	Lakers					
8						
9						
10						
11						
12						
13						
14						
15						

Step 2: Create Name for Dropdown List

We'll then highlight the cell range A1:A7 in Sheet2 and right click.

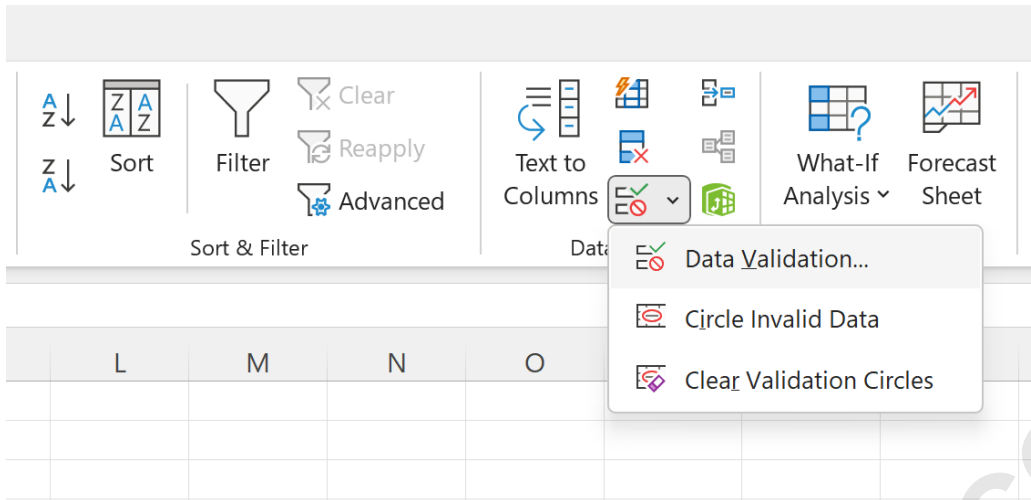
Click Define Name from the dropdown menu, then type teams in the Name box. Then click OK:



Step 3: Use Data Validation to Create Dropdown List

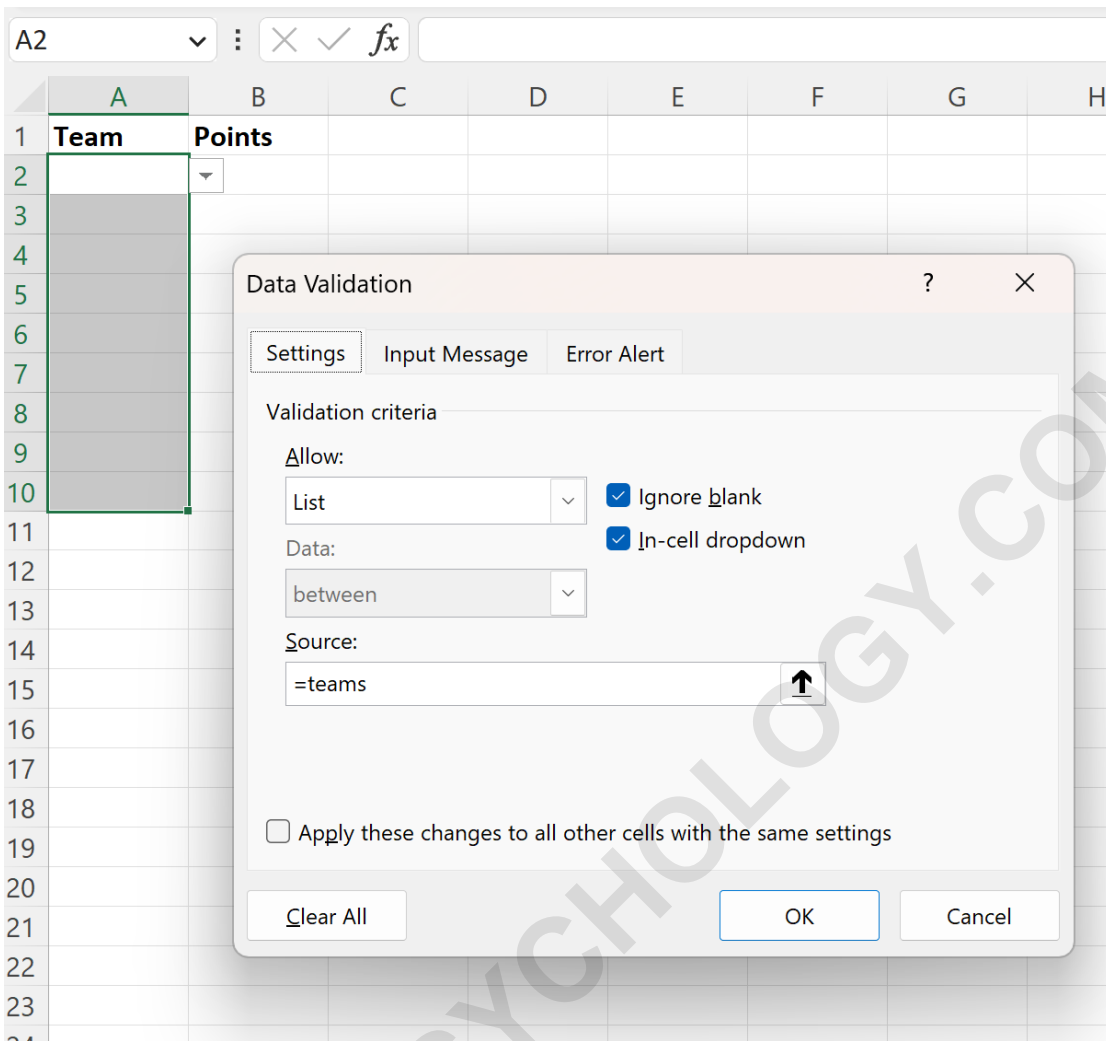
Suppose we would like a user to be able to enter one of the team names from the list in Sheet2 within the range A2:A10 in Sheet1.

We can highlight the range A2:A10 in Sheet1, then click the Data Validation icon within the Data Tools group in the Data tab along the top ribbon:



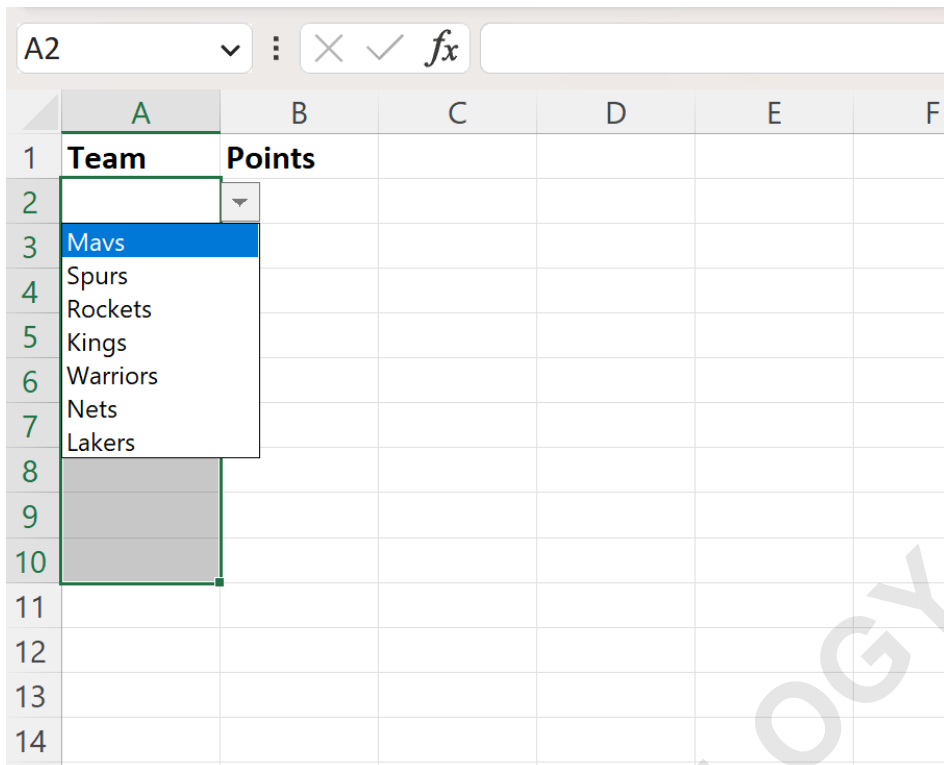
In the new window that appears, click the dropdown arrow next to Allow and choose List.

Then type =teams in the Source box:



Lastly, click OK.

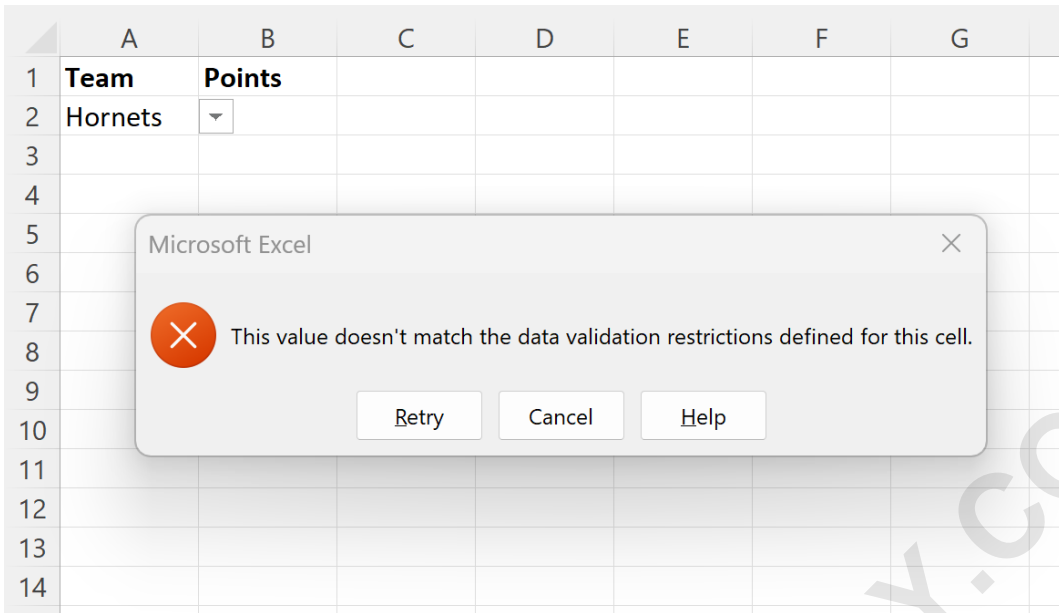
Now, when you click on any of the cells in the range A2:A10, a dropdown arrow will appear where the user can choose from one of the team names in the list from Sheet2:



	A	B	C	D	E	F
1	Team	Points				
2						
3	Mavs					
4	Spurs					
5	Rockets					
6	Kings					
7	Warriors					
8	Nets					
9	Lakers					
10						
11						
12						
13						
14						

This ensures that only the seven team names in Sheet2 can be entered into column A.

If a user attempts to manually type in a different team name that is not in the list, Excel will produce an error message:



The following tutorials explain how to perform other common tasks in Excel: