

Creating in-cell drop down lists in Google Spreadsheets

Posted At : 15 June 2011 08:27 | Posted By : Shaun McCran
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I use Google Docs a lot, especially the Google Docs Spreadsheet format. Recently I wanted to give users the option of selecting one value from several pre-defined values rather than an open field. I thought that the best way to do this would be through a drop down list attached to the cell, but how to do this?

This is pretty simple process once you have done it once. Open your document and follow these steps.

Under the Data menu, select Validation....

In the drop down menu next to Criteria: select Items from a list.

Click the button next to the 'Enter list items' option.

Enter a set of custom values, separated by commas. For example, you could enter "Car,Bus,Plane,Taxi,Motorbike"

Click Save and the cell you selected will have a drop down list with the values you entered as potential input values.

This results in something like the screenshot below.

