

Adding combo box on the cell in EXCEL by Data Validation

There are some cases need to avoid input error when we collect data when we collaborate with many people. In that case, combo box can avoid errors and provide clear direction for every body in the project.

For your information, Data Validation doesn't have an Auto Complete feature, which finds matching items in the list as you start to type. Nevertheless, combo box will be beneficial to avoid errors for collaboration.

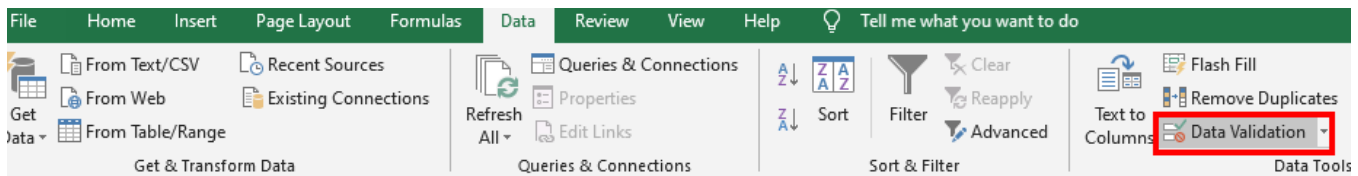
Here's steps how to apply data validation to cells

STEP 1) Create a list to show in the combo box.

	A	B	C	D
1	IP Multicast			
2	8VSP			
3	MMS			
4				
5				
6				
7				

Sheet1 Delivery Format

STEP 2) Click the Cell where you want to insert the combo box Data Data Validation



The screenshot shows the Excel ribbon with the 'Data' tab selected. The 'Data Validation' dropdown menu is highlighted with a red box. Below the ribbon, a table is visible with columns: No, Channel Name, Delivery Format, and Notes. The 'Delivery Format' column is currently empty, indicating where the combo box will be added.

No	Channel Name	Delivery Format	Notes
1	KBS 2		
2	SBS		
3	MBC		
4	KBS 1		
5	EBS 1		

And you will see settings like below, then select "List"

Data Validation ? X

Settings Input Message Error Alert

Validation criteria

Allow:
 List [v] ☒ Ignore blank
☒ In-cell dropdown

Data:
 between [v]

Source:
 [up arrow]

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

STEP 3) Click "Source" on the settings Click Data Source Tab Drag the list you want to display

The screenshot shows the Excel interface with the **Data Validation** dialog box open. The **Settings** tab is selected. Under **Validation criteria**, the **Allow** dropdown is set to **List**, and both **Ignore blank** and **In-cell dropdown** checkboxes are checked. The **Data** dropdown is set to **between**. The **Source** field contains the formula **= 'Delivery Format'!\$A\$1:\$A\$3**. The background shows a worksheet with a list of services in column A: **IP Multicast**, **8VSP**, and **MMS**. The **Delivery Format** sheet is active.

Now you can see the combo box as you designed like below:

	A	B	C	D	
1					
2		No	Channel Name	Delivery Format	
3		1	K B S 2		▼
4		2	S B S	IP Multicast	
5		3	M B C	8VSP	
6		4	K B S 1	MMS	
7		5	E B S 1		

You can also copy & paste the cell to other cells.

	A	B	C	D	
1					
2		No	Channel Name	Delivery Format	
3		1	K B S 2	8VSP	
4		2	S B S	8VSP	
5		3	M B C	8VSP	
6		4	K B S 1	8VSP	
7		5	E B S 1	8VSP	▼
8		6	E B S 2	IP Multicast	
9		7	J T B C	8VSP	
10		8	tvN	MMS	
11		9	M B N	8VSP	