

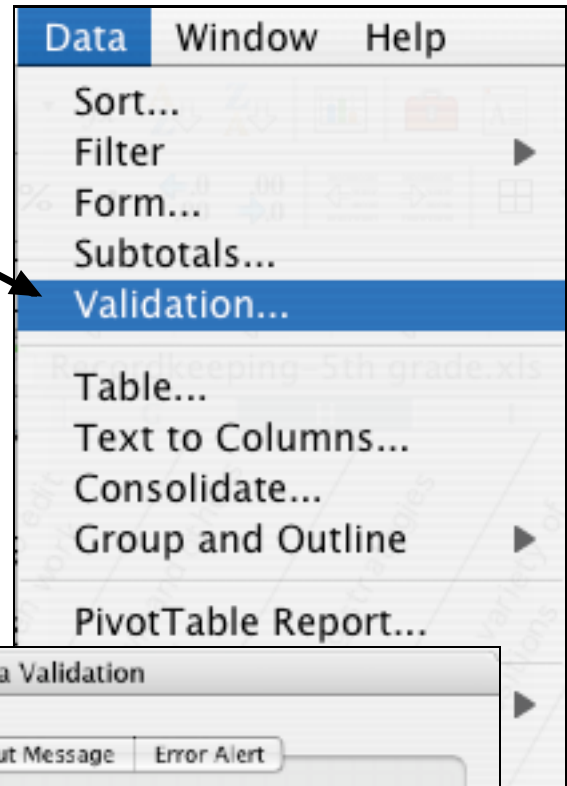
# Creating a Drop Down Menu in a Cell

Create a list of the numbers to be used for your rubric somewhere away from the cells you'll be using for data.

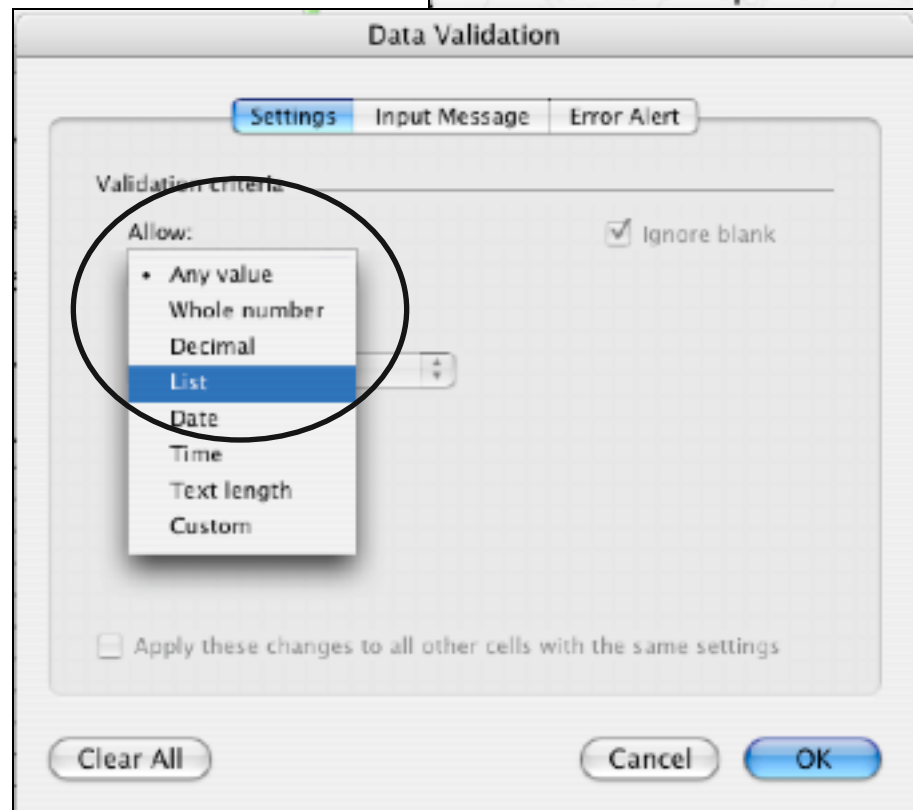
1
2
3
4

Click in the cell where your drop down menu will appear.

Go to the menu bar to **Data** and select **Validation...**

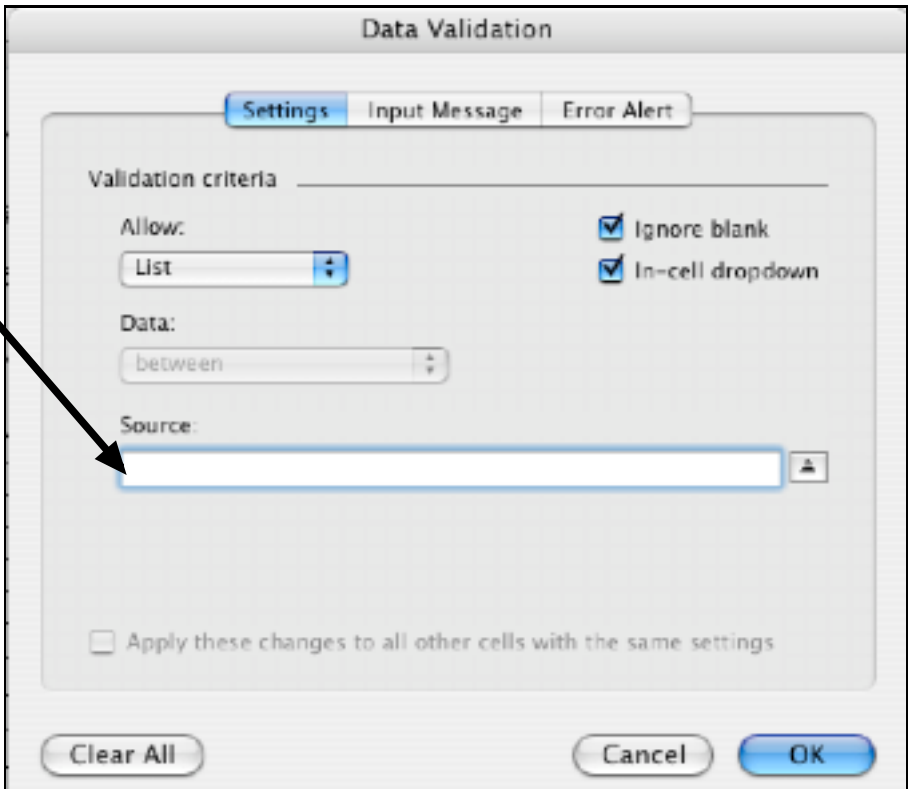
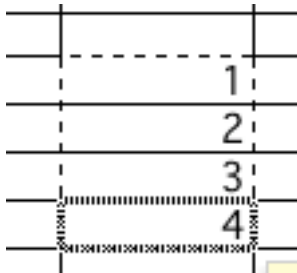


In the window that opens, select **List** from the drop down menu under **Allow**.



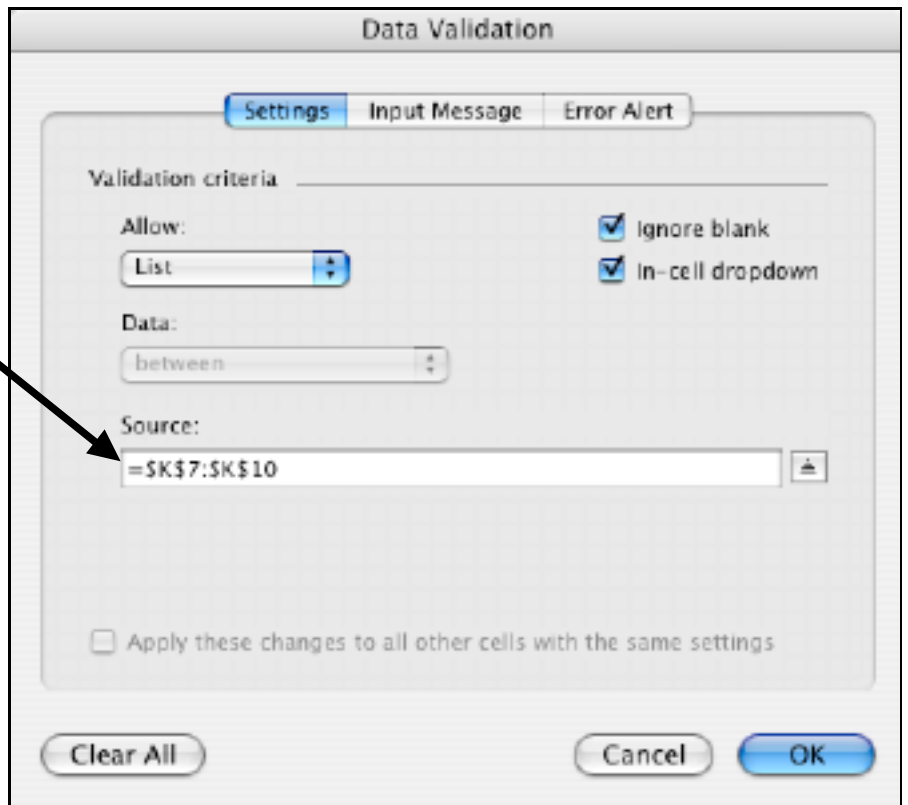
Now you'll see this. In the box under **Source**, you'll see a blinking cursor.

Go to the cells containing the numbers for your rubric, click, hold and drag down to highlight all of the cells.



That information is now placed in the Source box and is expressed as a formula.

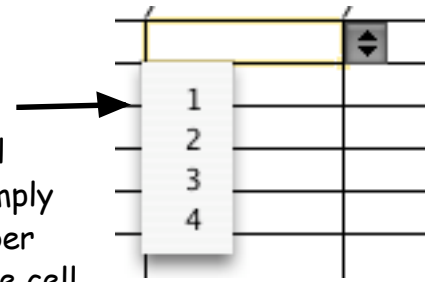
Click on **OK**.



Now, you'll see the symbol indicating a drop down menu



and when you click on it you'll see your list of numbers. Simply click on the appropriate number and it will be entered into the cell.



You can use Autofill to apply this formula to all cells as needed.