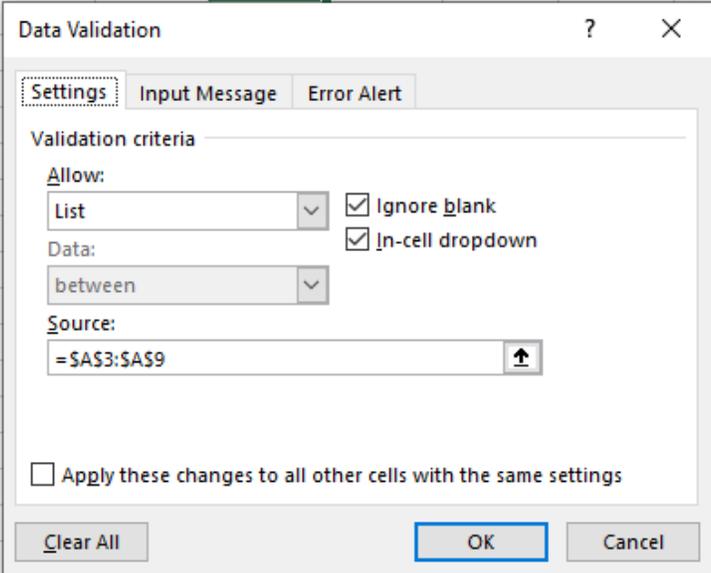


Create a Drop-Down List in Excel

1. You will need to start by typing out all of the data you need. All of the suppliers names and numbers should be located on one spreadsheet.
2. Go the Data tab in the Ribbon and look for Data Validation in the Data Tools group.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Preferences											
2												
3	M&M's	3	14%									
4	Skittles	3	14%									
5	Hershey's	2	10%									
6	3 Musketeers	1	5%									
7	Reese's	4	19%									
8	Snickers	6	29%									
9	Twix	2	10%									
10	SUM	21										
11	AVERAGE	3										
12	MAX	6										
13	MIN	1										
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												



3. The Data Validation dialogue box appears. In the Allow setting, click "List" and in the "Source" setting simply click and drag over the cells you want to include in your list within your Excel spreadsheet. Likely, yours will look similar to mine but you'll have significantly more data than I do.

Create AutoFill for Multiple Cells Based on Drop-Down List Selection

1. Select the blank cell that you want to auto populate the corresponding value.
2. You are using a VLOOKUP formula for this task. For mine, I had the results go to the next cell over. So my formula looks like =VLOOKUP(E3,A3:B9,2,FALSE).

	A	B	C	D	E	F	G
1	Preferences						
2							
3	M&M's	3	13%		Snickers	6	
4	Skittles	3	13%				
5	Hershey's	2	8%				
6	3 Musketeers	4	17%				
7	Reese's	4	17%				
8	Snickers	6	25%				
9	Twix	2	8%				
10	SUM	24					
11	AVERAGE	3.428571					
12	MAX	6					
13	MIN	2					
14							
15							
16							
17							
18							
19							
20							

3. In the formula, E3 is the drop-down list cell (where my drop-down list is located).
4. A3:B9 is the table range that includes the lookup value and results
5. The number 2 indicates the column number where the results are located. My results were in the second column over, so number 2.
6. From now on, when I change the name in cell e3 (on the drop-down list) the results in cell F3 automatically update.