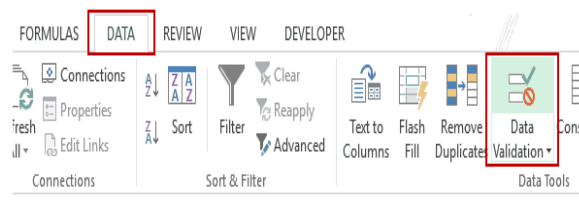


Creating the Drop Down List in Excel

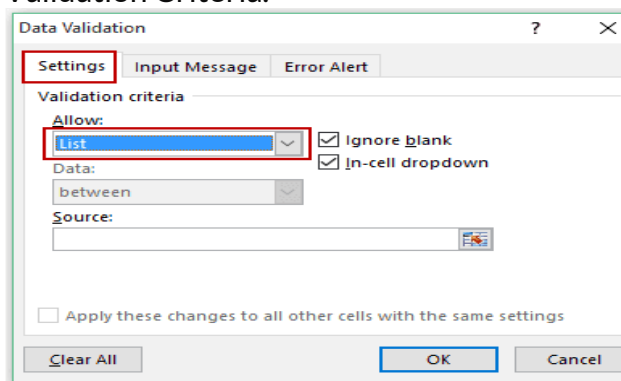
1. Select the cell or range of cells where you want the drop-down list to appear (C2 in this example).

	A	B	C
1	Drop Down Items		
2	One		
3	Two		
4	Three		
5	Four		
6	Five		

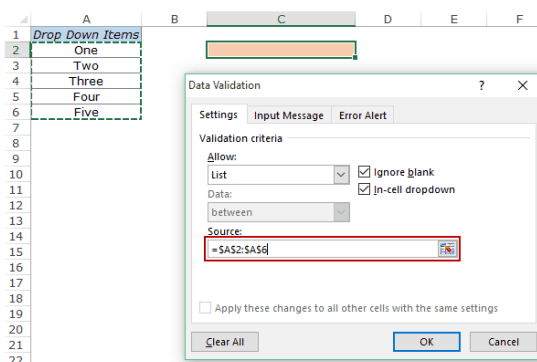
2. Go to Data -> Data Tools -> Data Validation



3. In the Data Validation dialogue box, within the settings tab, select 'List' as Validation Criteria.



4. In Source field, select the cells which have the items that you want in the drop down.



5. Click OK.

Now, cell C2 has a drop-down list which shows the items names in A2:A6.

As of now, we have a drop-down list where you can select one item at a time (as shown below).

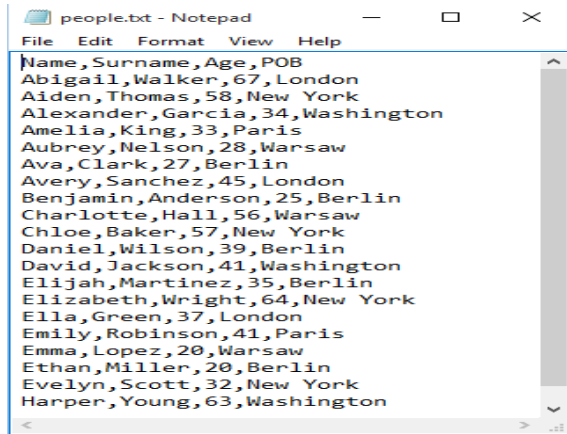
C2			
	A	B	C
1	Drop Down Items		
2	One		
3	Two		
4	Three		
5	Four		
6	Five		
7			

To enable this drop-down to allow us to make multiple selections, we need to add the VBA code in the back end.

The next two sections of this tutorial will give you the VBA code to allow multiple selections in the drop-down list (with and without repetition).

Convert Notepad Data to Excel

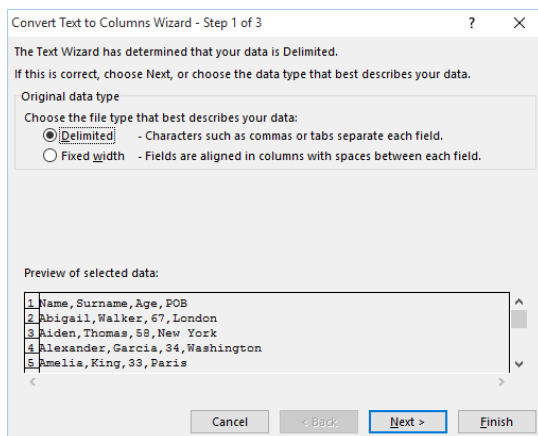
1. To convert text directly from notepad, first, you have to open a text file, select the data and then copy it to the [clipboard](#) (**Ctrl + C**).



2. Paste the copied data into cell **A1**.

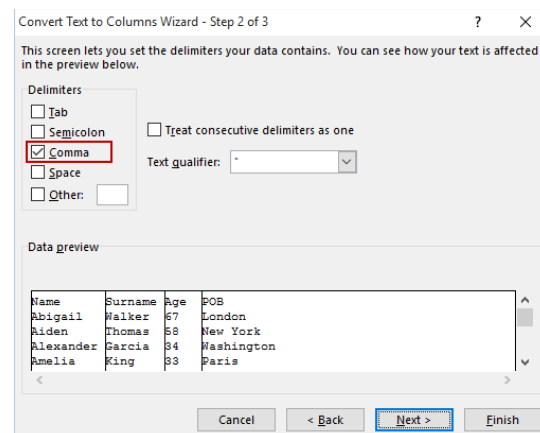
	A	B
1	Name,Surname,Age,POB	
2	Abigail,Walker,67,London	
3	Aiden,Thomas,58,New York	
4	Alexander,Garcia,34,Washington	
5	Amelia,King,33,Paris	
6	Aubrey,Nelson,28,Warsaw	
7	Ava,Clark,27,Berlin	
8	Avery,Sanchez,45,London	
9	Benjamin,Anderson,25,Berlin	
10	Charlotte,Hall,56,Warsaw	
11	Chloe,Baker,57,New York	
12	Daniel,Wilson,39,Berlin	
13	David,Jackson,41,Washington	
14	Elijah,Martinez,35,Berlin	
15	Elizabeth,Wright,64,New York	
16	Ella,Green,37,London	
17	Emily,Robinson,41,Paris	
18	Emma,Lopez,20,Warsaw	
19	Ethan,Miller,20,Berlin	
20	Evelyn,Scott,32,New York	
21	Harper,Young,63,Washington	
22		

3. Select cells from **A1** to **A21** and choose **DATA >> Data Tools >> Text to Columns**. [Text to columns tool](#) will take data from one column and split it into multiple columns.



4. In the first step choose **Delimited**. It will split text using a delimiter that is used to separate each word.

Click **Next**.



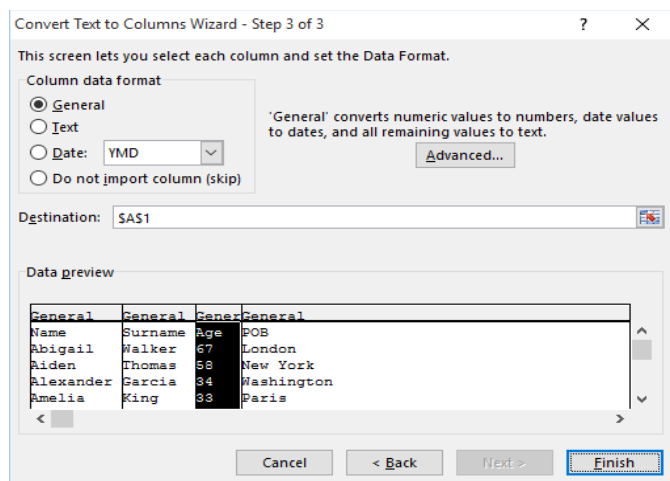
Because our data is separated by commas, use the **Comma** delimiter. In the data preview, you can see that the data is separated correctly.

Click **Next**.

In the last step, you can choose which type of data the current column represents. In our case, we can choose General or Text.

If you choose **General**, the numbers will be treated as numbers and the rest as text.

If you choose text, all data will be treated as text.



	A	B	C	D	E
1	Name	Surname	Age	POB	
2	Abigail	Walker	67	London	
3	Aiden	Thomas	58	New York	
4	Alexander	Garcia	34	Washington	
5	Amelia	King	33	Paris	
6	Aubrey	Nelson	28	Warsaw	
7	Ava	Clark	27	Berlin	
8	Avery	Sanchez	45	London	
9	Benjamin	Anderson	25	Berlin	
10	Charlotte	Hall	56	Warsaw	
11	Chloe	Baker	57	New York	
12	Daniel	Wilson	39	Berlin	
13	David	Jackson	41	Washington	
14	Elijah	Martinez	35	Berlin	
15	Elizabeth	Wright	64	New York	
16	Ella	Green	37	London	
17	Emily	Robinson	41	Paris	
18	Emma	Lopez	20	Warsaw	
19	Ethan	Miller	20	Berlin	
20	Evelyn	Scott	32	New York	
21	Harper	Young	63	Washington	
22					

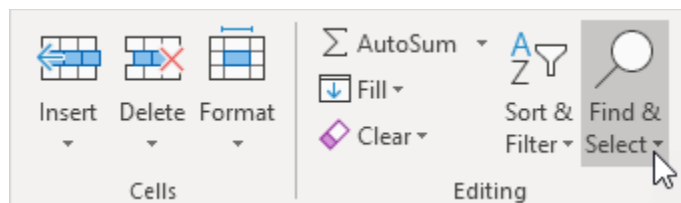
Click **Finish** to separate data.

If you did everything correctly you should see the following result.

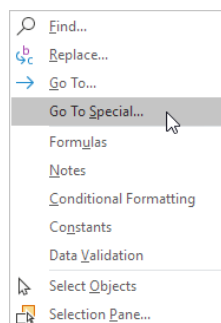
Delete Blank Rows

This example teaches you how to delete blank rows or rows that contain blank cells.

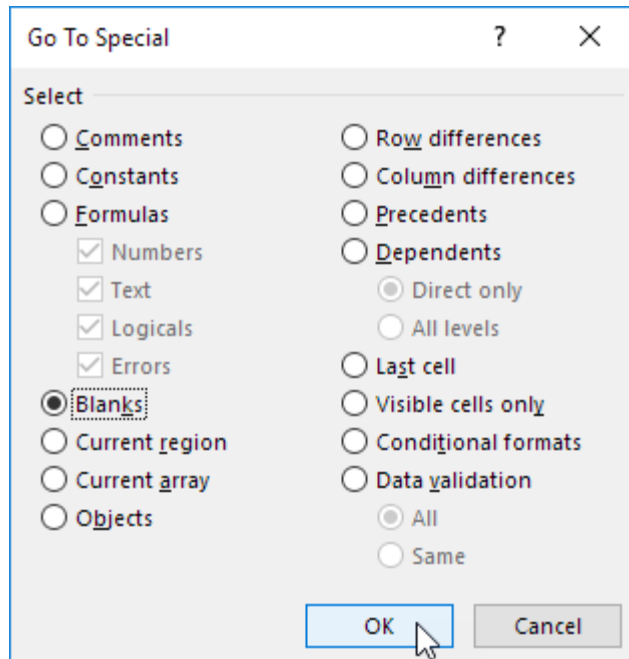
1. On the Home tab, in the Editing group, click Find & Select. (or) ctrl +g



2. Click Go To Special.



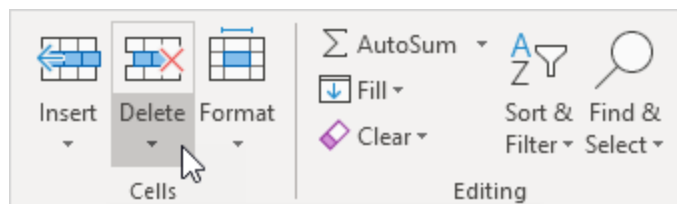
3. Select Blanks and click OK.



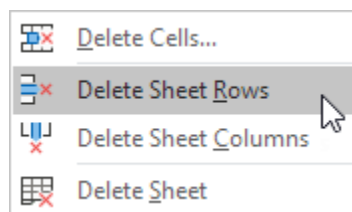
Excel selects the blank cells.

	A	B	C	D	E	F	G
1	ID	Question 1	Question 2	Question 3	Question 4	Question 5	
2	1	NO	YES	NO	NO	NO	
3	2	NO	NO	NO	NO	NO	
4	3						
5	4	YES	NO	NO	NO	NO	
6	5	YES	YES	YES	NO	NO	
7	6	NO		YES	NO	NO	
8	7	NO	YES	YES	NO	YES	
9	8	YES	YES	NO	NO	YES	
10	9	YES	NO	NO		NO	
11	10	NO	YES	NO	YES	YES	
12	11	NO		YES	NO	YES	
13	12	NO	YES	NO	YES	YES	
14							

4. On the Home tab, in the Cells group, click Delete.



5. Click Delete Sheet Rows.



Result:

	A	B	C	D	E	F	G
1	ID	Question 1	Question 2	Question 3	Question 4	Question 5	
2	1	NO	YES	NO	NO	NO	
3	2	NO	NO	NO	NO	NO	
4	4	YES	NO	NO	NO	NO	
5	5	YES	YES	YES	NO	NO	
6	7	NO	YES	YES	NO	YES	
7	8	YES	YES	NO	NO	YES	
8	10	NO	YES	NO	YES	YES	
9	12	NO	YES	NO	YES	YES	
10							

