

I'm not a bot





































write a post about creating a drop-down list in Excel before. For similar reasons, some people may also want to add a drop-down list in Word. Let's see how to achieve it. First, have a check that if you can find Developer tab in your Word. If not, click File > Options, and switch to Customize Ribbon pane in Word Options. 2. Check Developer in the list of Main Tabs (under Customize the Ribbon) to enable it, and click OK to confirm the change. 3. Place your cursor at where you want to add the drop-down list. Then go to Developer tab and find Drop-Down List in Controls section. 4. Now the list has been added to the where your cursor is. 5. Click it, and hit Properties in the section under Developer tab. 6. Tap the Add button in the popping out Content Control Properties window. 7. Input the options you want to add in the list. Note: you just need to fill in the Display Name, the textbox of Value will be filled automatically. 8. Hit OK to apply the Drop-Down List Properties to your document. 9. Now you can expand the drop-down list to see whether the options are displayed correctly. Copyright Statement: Regarding all of the posts by this website, any copy or use shall get the written permission or authorization from Myofficetricks. A drop-down list in a Microsoft Word document lets readers select from a predefined list, handy if you're building a form, quiz, or similar. Adding a drop-down list is fairly easy these days. The option to add a drop-down list is located in Word's Developer menu. This menu is hidden by default, so you first need to enable it. Start by opening Word and, in the lower left, select "Options." If you already have a document open, select "File" in the top ribbon to reveal the Options command. In the Word Options window that opens, on the left sidebar, select "Customize Ribbon." In the Customize the Ribbon pane on the right side, scroll down the list and click the "Developer" checkbox to place a checkmark in it. If a checkmark is already there, no action is required. Click "OK" at the bottom of the window to close it and save your changes. After adding the Developer menu, you're now ready to add a drop-down list to your Word document (perfect when creating a fillable form, for example). To start, either open an existing Word document or create a new document. In your document, click to place the text cursor where you want to add the drop-down list. Next, select the "Developer" menu. In the Controls group, click the "Drop-Down List Content Control" icon (it looks like a drop-down icon). You now have a drop-down list in your document. Your newly added drop-down list is currently empty. To configure it and add items, click the drop-down list to select it. Return to the Developer menu and, in the Controls group, click "Properties." This opens the Content Control Properties window. In the "Title" field, give your list a name; it appears on the document above the drop-down list when clicked. When you save the Content Control Properties window, the Tag field fills automatically to match the Title field. The tag is mostly used by other programs to identify content control data in a document's XML structure. So, unless you're building some document automation and specifically need to set the tag, ignore it. Use the "Color" option to select a color scheme for your drop-down list. If you want to prevent people from deleting your drop-down list, activate the "Content Control Cannot Be Deleted" option. However, unless you lock your document, anyone can disable this if they know how. Now, add items to your drop-down list. To add your first item, under the Drop-Down List Properties section on the current window, click "Add." In the Add Choice window, enter your first drop-down choice in the "Display Name" field. The Value field automatically fills with what you type, so you don't have to worry about it. Then, click "OK" to add your choice. Repeat this process for each choice that you want to add to your drop-down list. After you have added some choices, you can reorder them. To adjust an item's position in the list, select it and then click either "Move Up" or "Move Down" on the right. "Choose an item" is in the first position by default, so it's what shows on your drop-down list before someone interacts with it. You can "Modify" or "Remove" it if needed. Finally, click "OK" to save your changes. Your drop-down list now displays your added items. Click it to test it for yourself. To remove a drop-down list from your document, right-click it and select "Remove Content Control." If you don't see this option, click the drop-down list. Switch to the "Developer" tab on the ribbon and, within the Controls section, click "Properties." 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