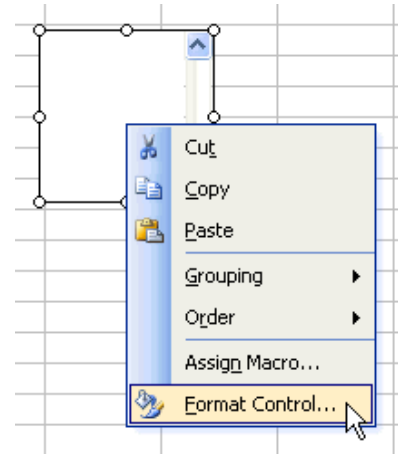
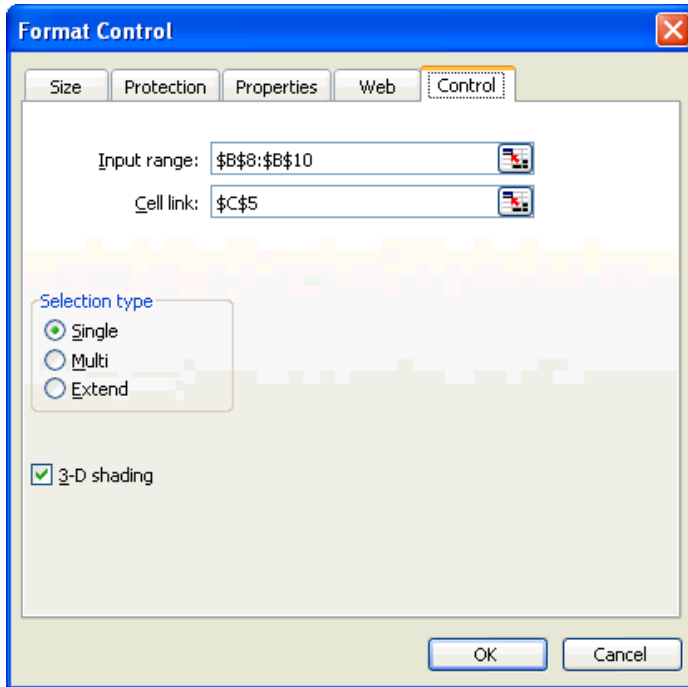


Using the List Box from the Forms Toolbar

If you go to the forms toolbar and click on the List Box icon and then click on the spreadsheet, you will get a blank list box. Right click on the list box and select Format Control... The Combo Box works in a similar fashion with the added drop-down menu to see the list of selections.



The Format Control menu box will pop up as shown below. For a list box, you will need to link it to a cell (Cell link:) and to a list of names that you want in the list box (Input range:).



These two boxes will initially be blank. The boxes were linked to the cells shown on the spreadsheet below.

Leave the Selection type set at Single.

Check the 3-D shading box, it just looks better.

Then click the OK button.

Now your list box will contain the list of selections and be linked to the C5 cell. Select red and it returns 1, blue would return 2, and green would return 3. The scroll bar will function if the list is longer than the box, which can be resized as well by right clicking on the list box and

	A	B	C	D	E	F
1						
2						
3						
4						
5		link to cell>	1			
6						
7						
8		red				
9		blue				
10		green				
11						

then click on the edge or corners and drag. You can size the box to see and read all selections.

Use a nested IF statement that references C5 to change something on selection from the list.

=IF(C5=1, do this, IF(C5=2, do second thing, IF(C5=3, do a third thing, "")))

See the "[What is an isotope?](#)" spreadsheet to see a working example. The list box is linked to a cell underneath it.

The screenshot shows an Excel spreadsheet with the following details:

- Formula Bar:** Contains the formula `=IF(C5=1,"H",IF(C5=2,"He",IF(C5=3,"C",IF(C5=4,"Cl",IF(C5=5,"Br","")))))`.
- Worksheet Grid:** Columns B through L are visible. Cell I5 is highlighted in orange.
- Text:** "1 isotope?" is written in green in cell B5.
- List Box:** A list box is located in cell I5, containing the elements H, He, C, Cl, and Br. The number "5" is displayed next to it.
- Annotations:**
 - "Select an element" is written in red above the list box.
 - "Formula for I5 is shown above on formula bar" is written in red above the formula bar.
 - "symbol of element = Br" is written in black next to the list box, with "Br" in a small box.
 - "List box is linked to C5" is written in red below the list box.

When the IF statement becomes too cumbersome, using the list box with a vertical lookup table is a better way. The cell the list box is linked to becomes the input cell for the VLOOKUP function.

Another application of the list boxes is to make multiple selections by applying a code. Let's suppose we wanted to determine the time to cook a steak based on the size of the steak and how you want it cooked. The red and green numbers are the values returned on selecting from the list.

<u>Size of steak</u>		<u>How cooked</u>	
8 oz	1	raw	1
12 oz	2	medium	2
16 oz	3	well	3
		very well	4

Code = red number x 10 plus green number, so we generate the combinations of 11, 12, 13, 14, 21, 22, 23, 24, 31, 32, 33, and 34, which can now associate these with a lookup table to get the time of cooking. See the data tab of the [Calorie Calculator](#).