



# How to Add a Dropdown Option in Google Sheets



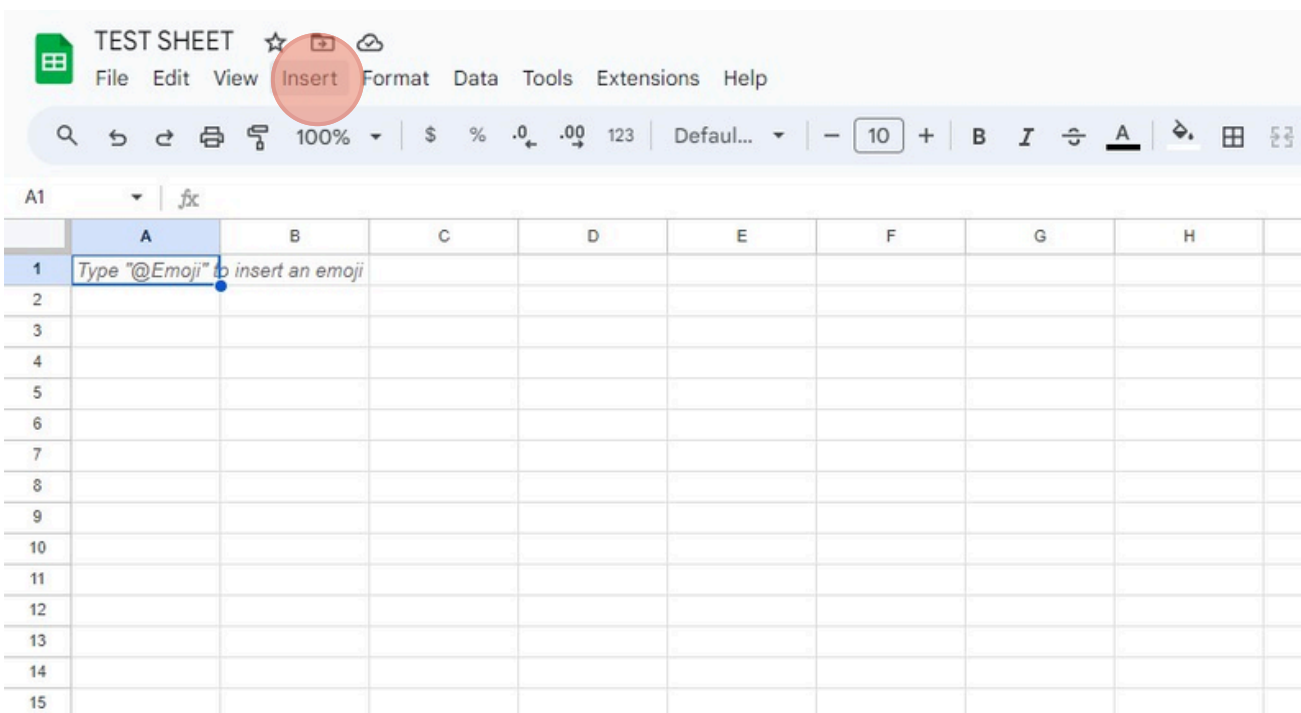
# How to Add a Dropdown Option in Google Sheets

## STEP 1

Navigate to [docs.google.com/spreadsheets/](https://docs.google.com/spreadsheets/)

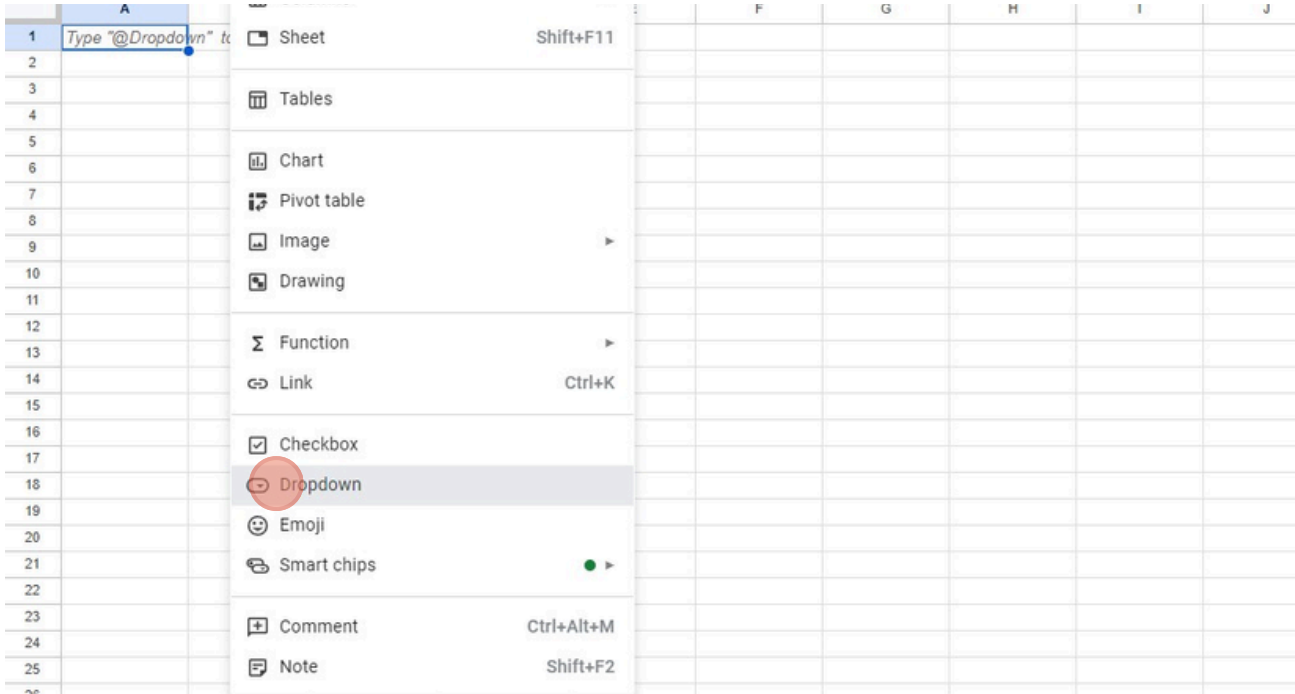
## STEP 2

Click "Insert"



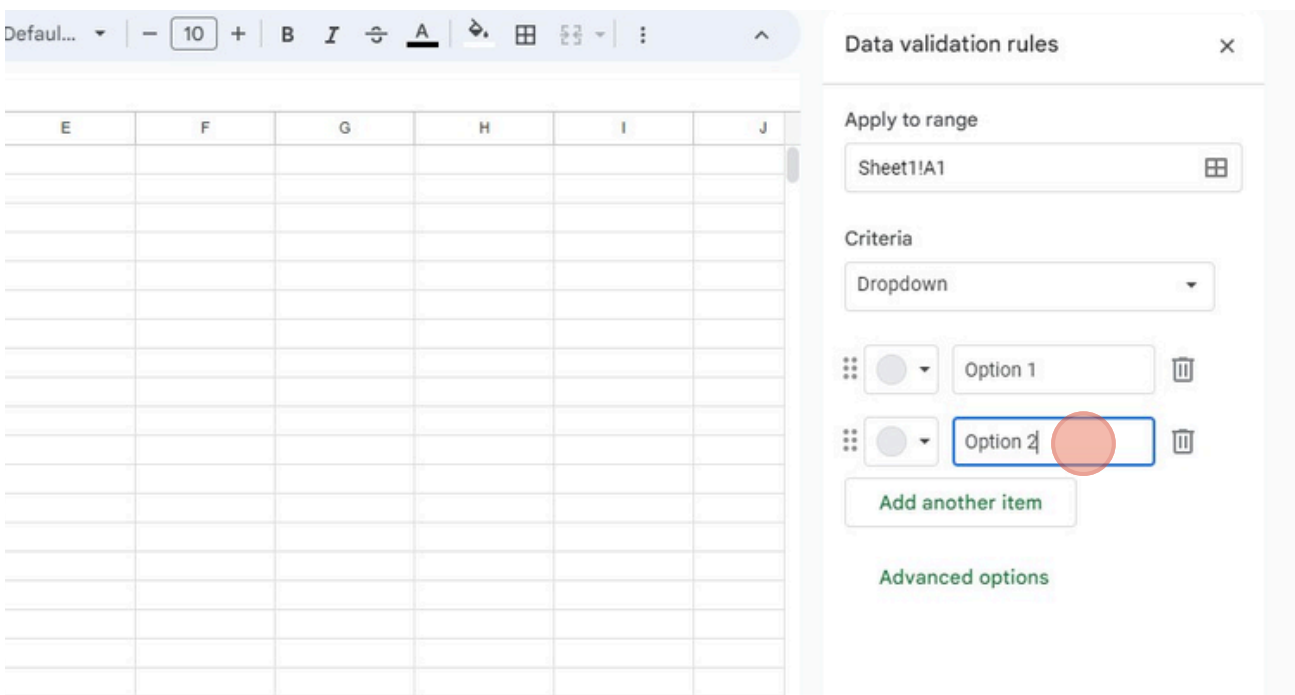
# STEP 3

Click "Dropdown"



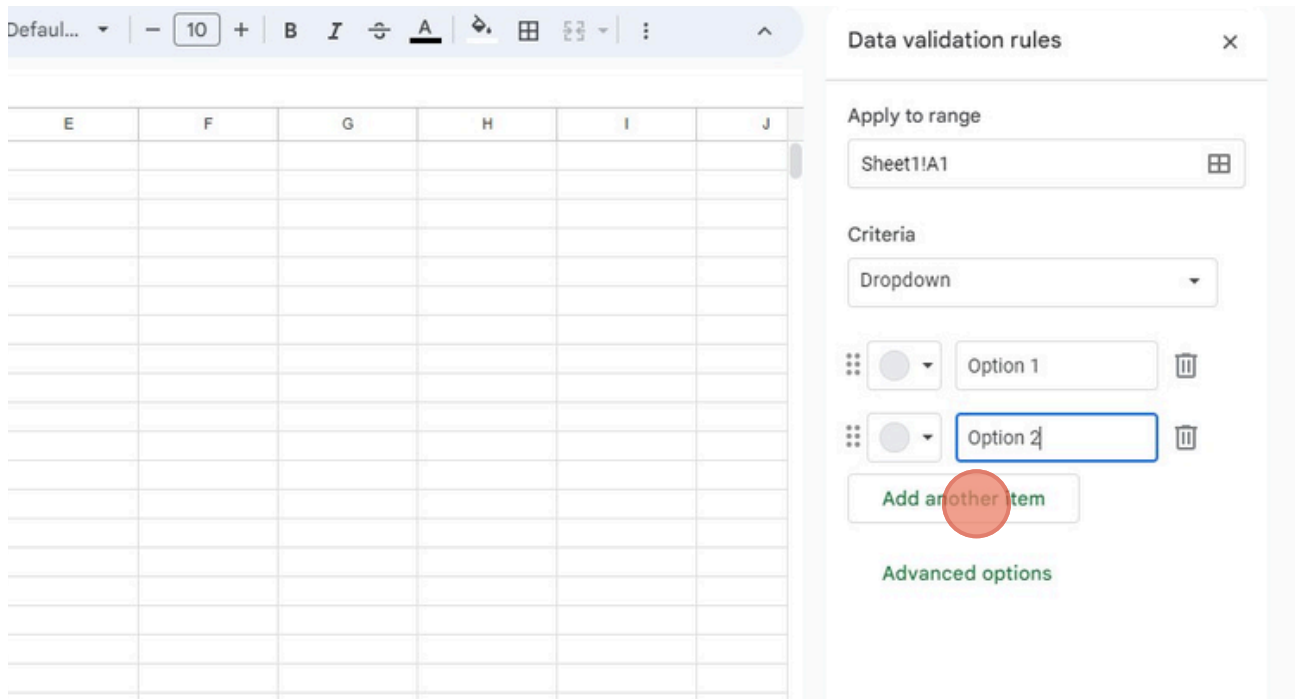
# STEP 4

Customize the value fields/the options field.



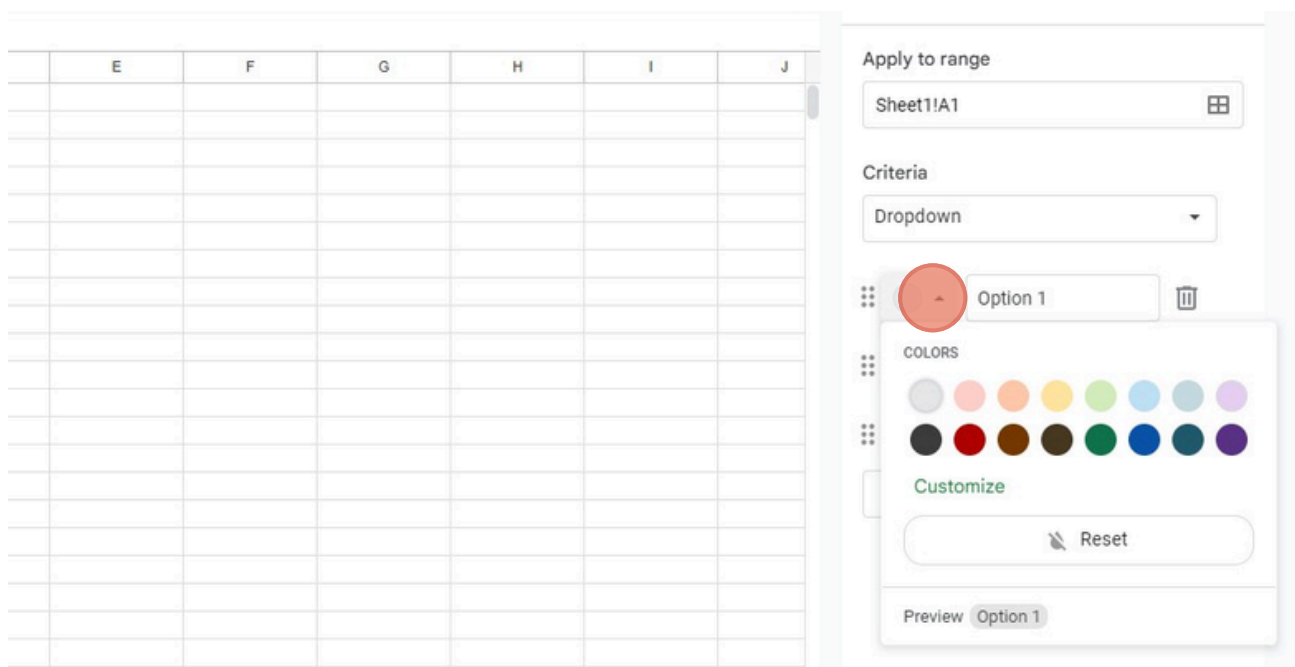
# STEP 5

Click "Add another item" to add another option.



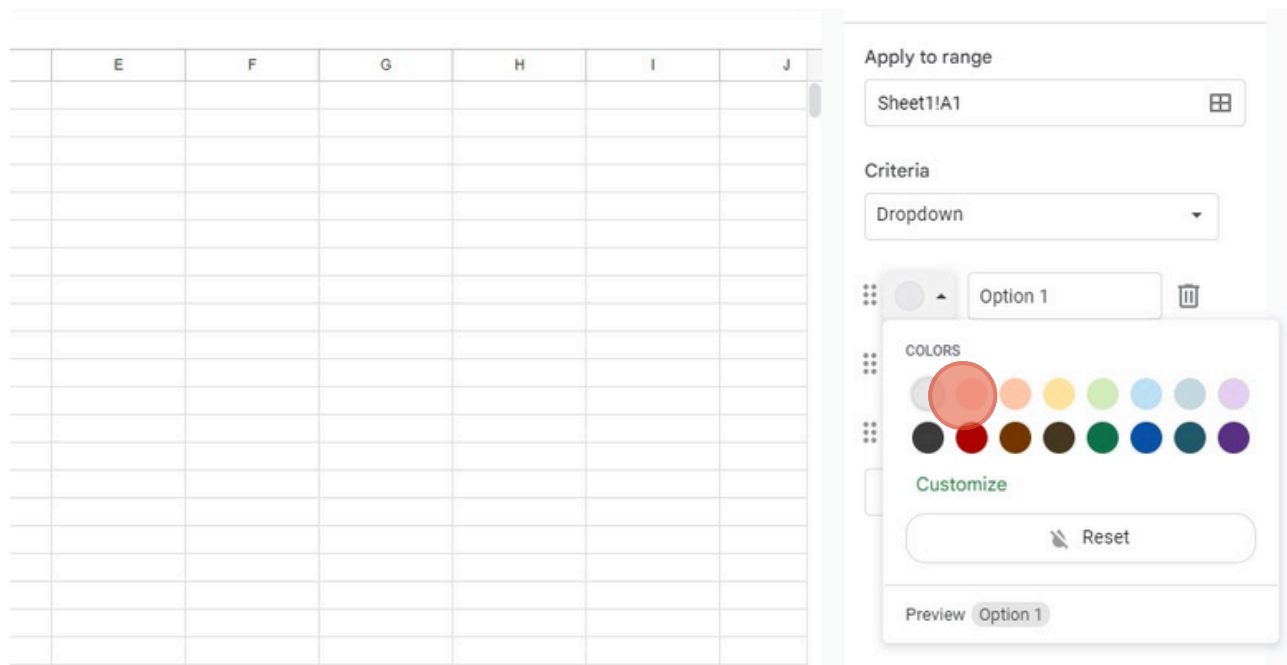
# STEP 6

Customize each option with different colors



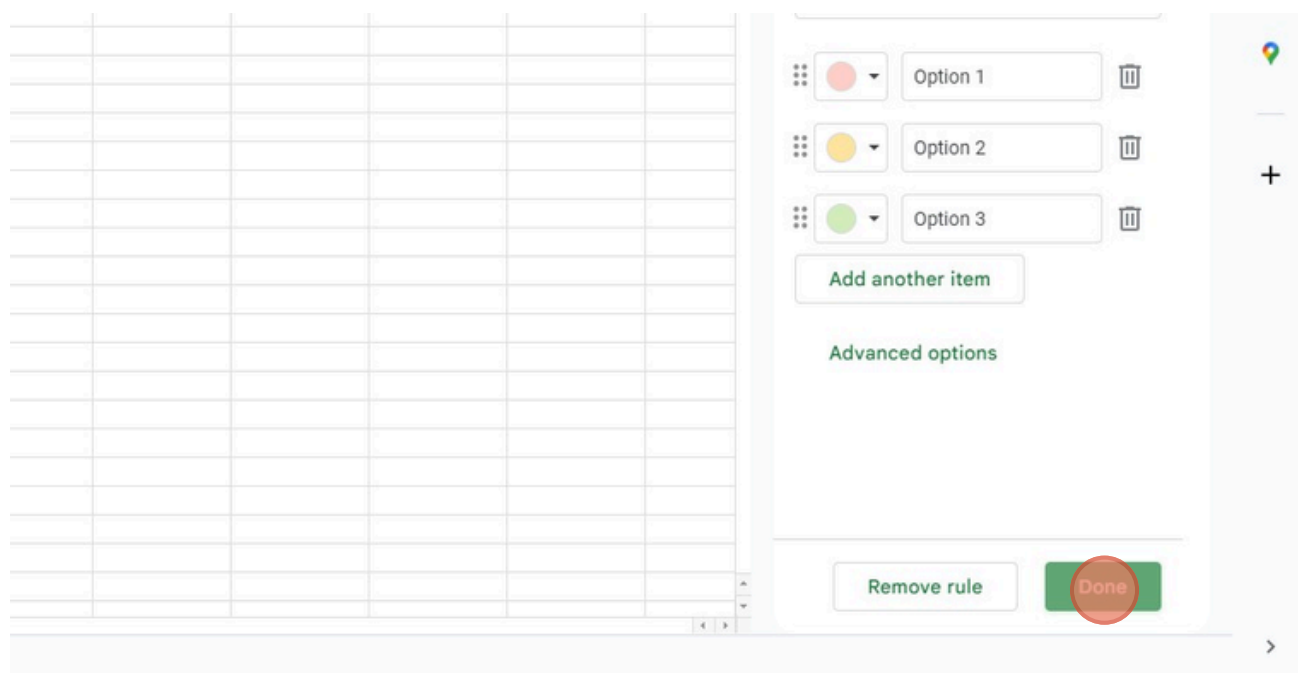
# STEP 7

Click here.



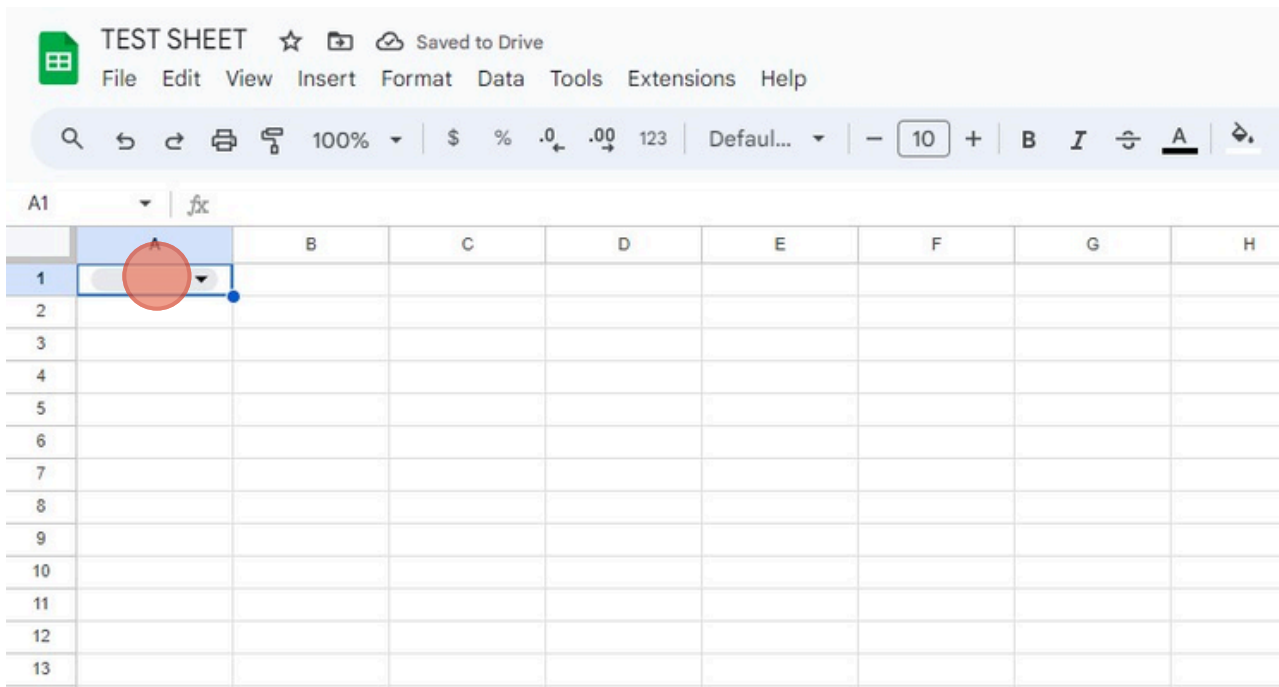
# STEP 8

Click "Done" once you're satisfied with the options.



# STEP 9

To populate the dropdown to a column, Click here and drag it down.







## BOOK A STRATEGY CALL

**Jeff J Hunter**

Founder VA Staffer  
Pre-Trained, Pre-Vetted Executive  
Assistants

**SCAN  
CALENDAR**

