Validating entries and using lists

Data can be validated using the data menu and data validation. The List validation provides a way of getting predictable answers in a column.

Sparklines

Sparklines show trends in data for a quick visual cue without making a full graph. Click in the cell for the sparkline to go in, on the insert menu select line in the sparklines section and confirm where the source data is. The sparkline can be copied down.
Using a flexible list to control data entry in Excel 2016

Define the list

Type the list with a header. The list can be on a different tab from where you want to use it.

Click within the list and on the Home menu, click on Format as Table and select any colour.

Confirm the location and that the table has headers

Click anywhere in the table and, on the Table Tools Design menu change the table name to something memorable.

Use the list in data validation

Click on a cell to use for list entry and open Data validation from the Data menu.

Select list and for source enter =indirect("tablename") where tablename is replace with the name of your list table.

The cell will now use the list for entries. This cell can be copied to use the list in other places.

Changing the list

Extra items will be added automatically to the source table if typed underneath.

Changes to the source table will only change future entries made.