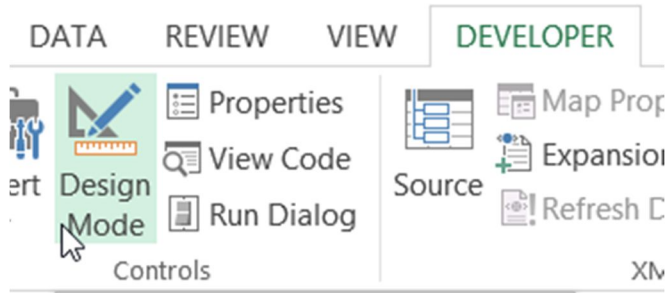


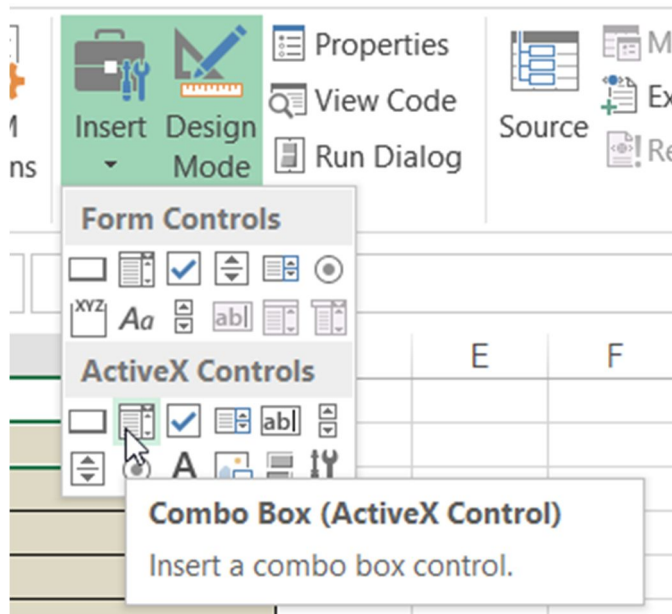
Add the Combo box

To add or edit the Combobox, follow these steps:

1. On the Ribbon, click the Developer tab. If you do not see the Developer tab, [follow the steps here](#) to show it.)
2. Click the **Design Mode** command



3. Click Insert, and under ActiveX Controls, click on the **Combo box** button, to activate that tool.

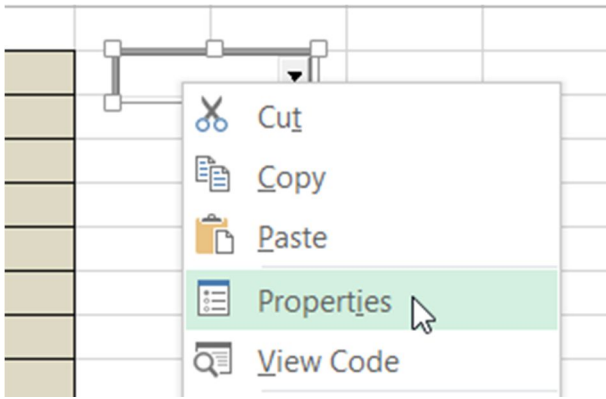


4. Click on an empty area of the worksheet, to add a combo box.▲

Open the Properties Window

To format the combo box, open the properties window:

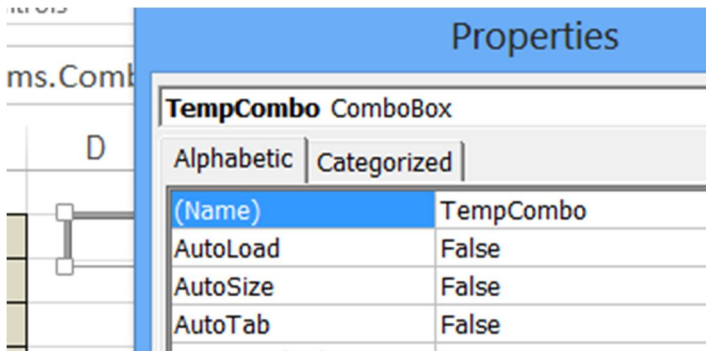
1. Right-click on the combo box, and click Properties



Change the Combo box Properties

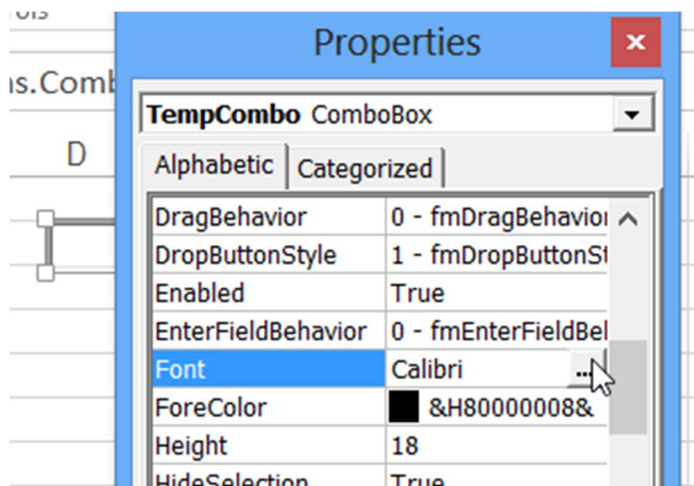
Name the Combo box

1. In the Properties window, click in the **Name** box
2. Type a name for the combo box. In this example, the name is: **TempCombo**

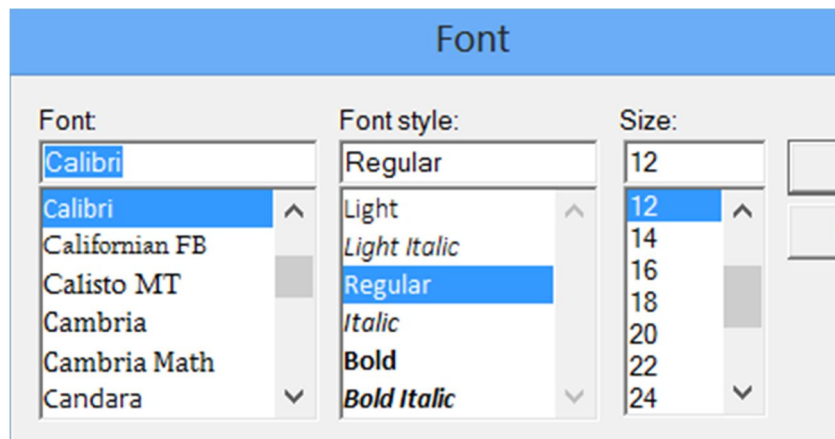


Change the Font and Font Size

1. In the Properties window, click in the **Font** property, and click the ... button

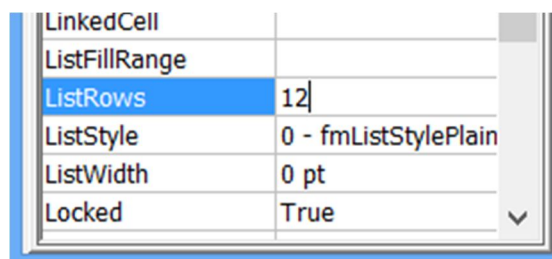


2. In the Font dialog box, select a font, font size, and other settings that you want for your combo box, then click OK. ▲



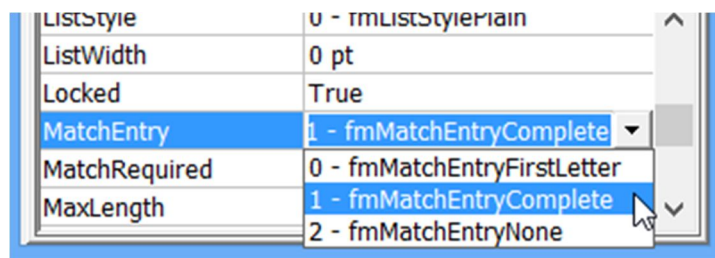
Set the Number of Rows

1. In the Properties window, click in the **ListRows** box
2. Type the number of rows that you want displayed in the dropdown. In this example, the setting is: **12**



Turn on AutoComplete

1. In the Properties window, click in the **MatchEntry** property
2. From the dropdown list, select **1-fmMatchEntryComplete**



Exit Design Mode

1. Close the Properties window
2. On the Developer tab, click the **Design Mode** button, to exit Design Mode.

