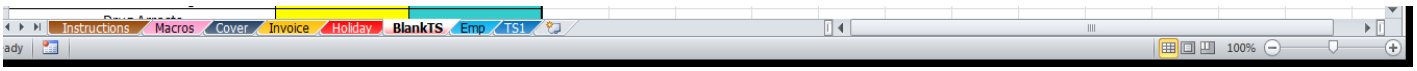
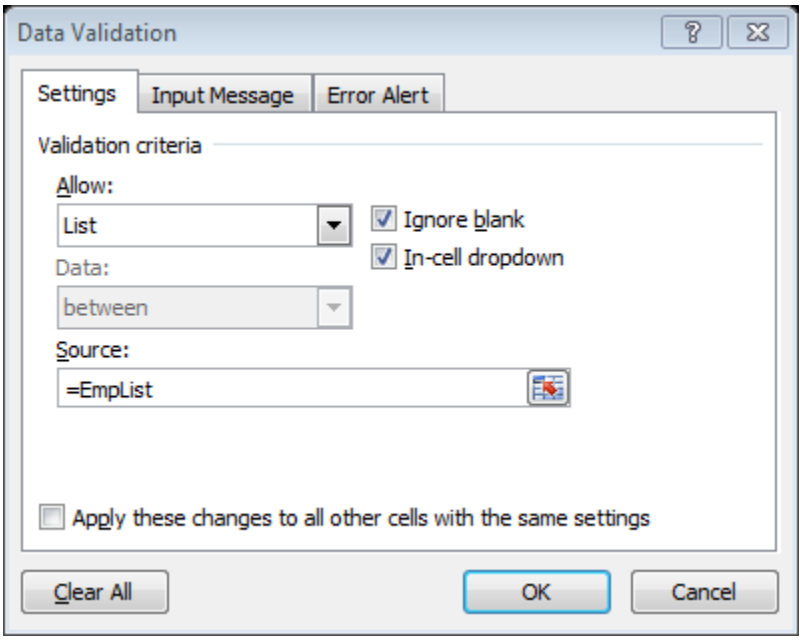
Instructions for Excel Version 7 to create a drop down box:

Time Sheet

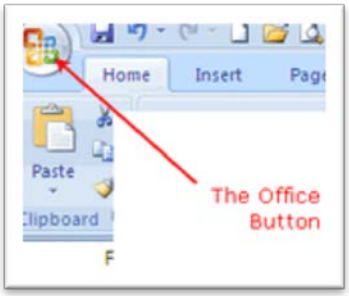
1. Open Emp sheet and highlight G5:G100. Then chose Formulas in menu bar and Define Name in ribbon. A pop-up box appears type in Name: EmpList and then hit OK.
2. Point to sheet tabs and do a right-click of the mouse. Choose Unhide and the "BlankTS" from a list of hidden sheets.



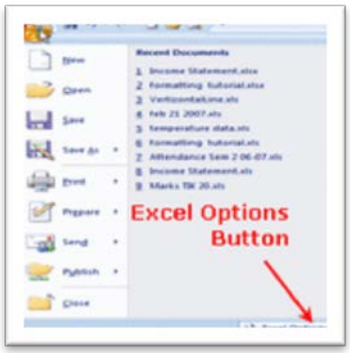
   Go to cell C6.
3. Choose Review in menu bar and Unprotect Sheet. Then choose Data in menu bar and Data Validation (click on upper half of button), a pop-up appears. In the Settings tab make it look like the following:



4. When finished hit OK.



5. Click on the Office Button.



6. Choose Excel Options. Then choose Advanced.
7. Scroll down to Display options for this workbook: For objects, show: **ALL** should be chosen. Then hit OK.
8. A down arrow should appear in cell C6. Point to "BlankTS" and do a right-click of the mouse and choose Hide.
9. Save the workbook. Do Ctrl + t and a down arrow should appear in cell C6.

<u>Checkpoint Time Sheet</u>

1. Point to sheet tabs and do a right-click of the mouse. Choose Unhide and the "BlankChkpt" from a list of hidden sheets.
2. Highlight cells A28:A39.
3. Might have to unprotect sheet—choose Review in menu bar and Unprotect Sheet.
4. Choose Data in menu bar and Data Validation and make the pop-up box look the same as Step 3 above under Time Sheet. When finished hit OK.
5. A down arrow should appear in cells A28:A39. Point to "BlankChkpt" and do a right-click of the mouse and choose Hide.
6. Save the workbook. Do Ctrl + c and a down arrow should appear in cells A28 to A39.