**INSERT A COMBO BOX CONTENT CONTROL**

A combo box provides a list of the most likely choices for an item, but also allows the user to input their own information if it is not in the list provided.

1. Click in cell C5, the one to the right of the City cell.
2. Click the Developer Tab, if necessary.
3. Click the Design Mode button in the Controls Group to activate it.
4. In the Controls Group, click the Combo Box button.

5. Click the Properties button in the Controls Group.
6. The Content Control Properties dialog box will display.

7. In the Title box, input City.
8. Add Adrian as an item in the list.
9. Add Blissfield as an item in the list.
Add Tecumseh as an item in the list.
Modify the first item in the list to read, Click to select a city or type your city/town.
Click OK to exit the dialog box.
In the placeholder, input Click, then click arrow.
Click cell C6, insert a Combo Box with State as the Title.
Replace the first item in the list with Click to select MI or type your two-letter state abbreviation.
Add MI as an item in the list.
Click OK to exit the dialog box.
In the placeholder, input Click, then click arrow.
In cell C7, insert a Combo Box with the Title as Zip Code.
Replace the first item in the list to read, Click to select a zip code or enter by typing.
Click the Add button and then input 49221.
Click OK to return to the Control Content Properties dialog box.
Click Add again and then input 49228.
Click Add again and then input 49286.
Click OK to return to the Control Content Properties dialog box.
Click OK to exit the Control Content Properties dialog box.
In the placeholder, input Click, then click arrow.