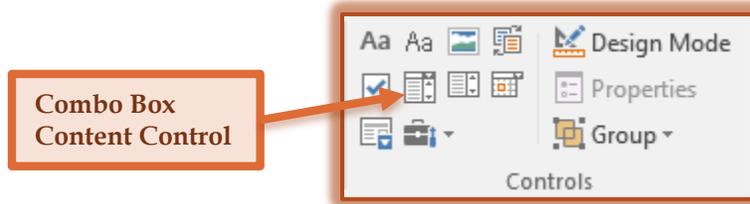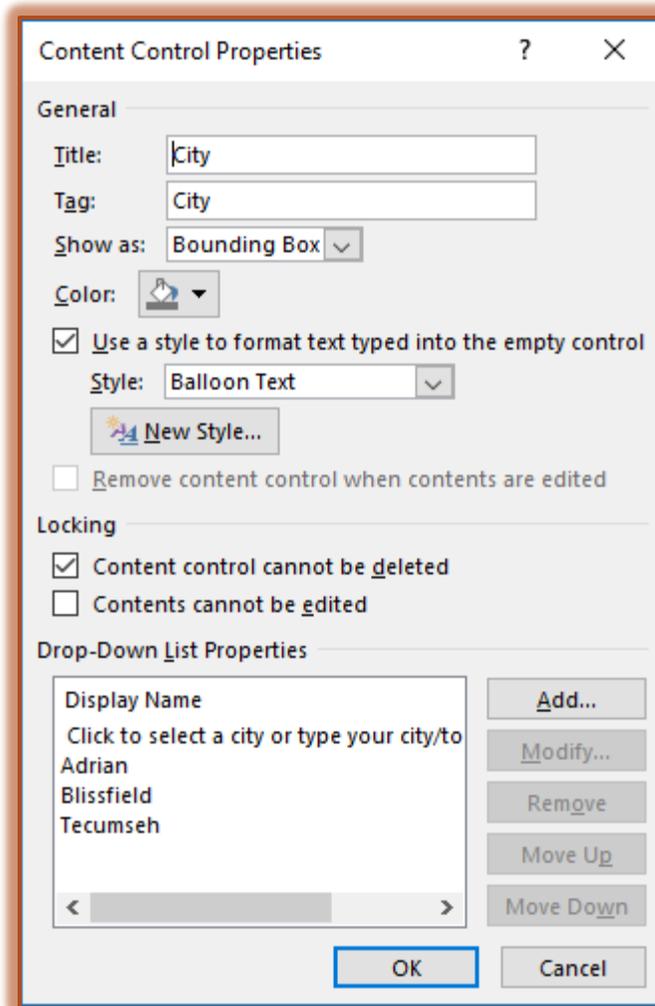# INSERT A COMBO BOX CONTENT CONTROL

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.

✝ Click in cell **C5**, the one to the right of the **City** cell.

✝ Click the **Developer Tab**, if necessary.

✝ Click the **Design Mode** button in the **Controls Group** to activate it.

✝ In the **Controls Group**, click the **Combo Box** button.

Combo Box Content Control

✝ Click the **Properties** button in the **Controls Group**.

✝ The **Content Control Properties** dialog box will display.

✝ In the **Title** box, input **City**.

✝ Add **Adrian** as an item in the list.

✝ 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**.