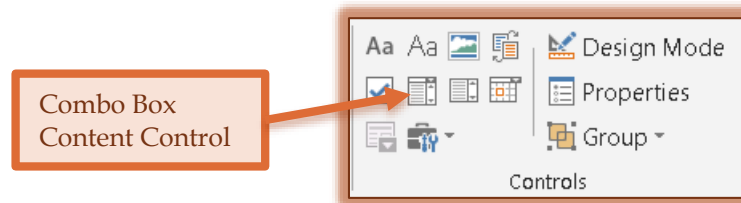


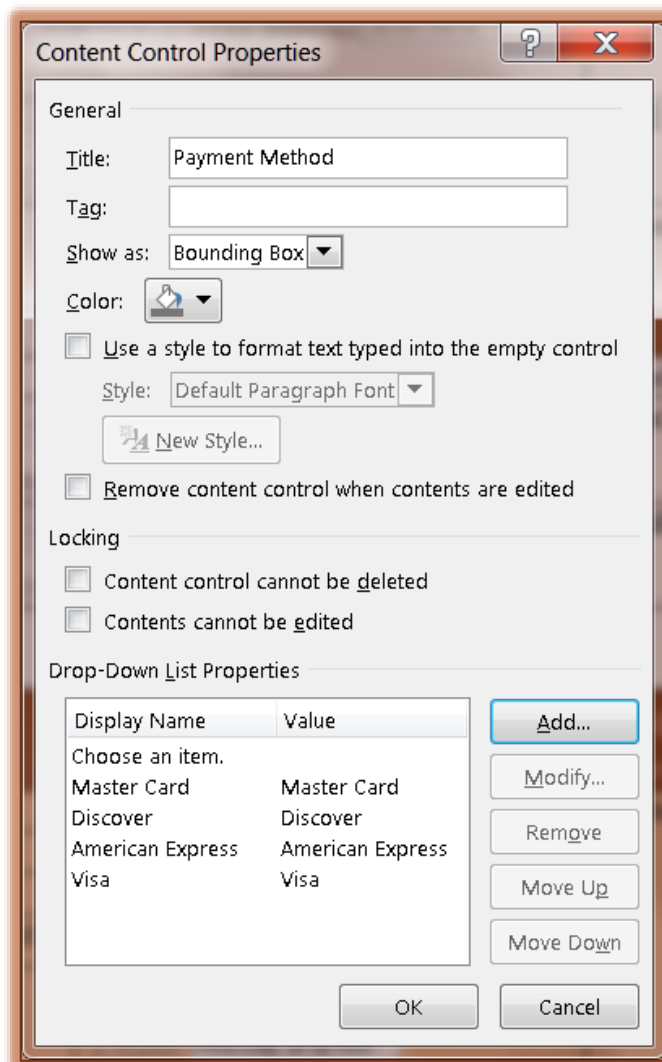
## INSERT A COMBO BOX CONTENT CONTROL

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 (see illustration below).



- ✦ In the **Controls Group**, click the **Combo Box** button (see illustration above).
- ✦ Click the **Properties** button in the **Controls Group**.
- ✦ The **Content Control Properties** dialog box will display (see illustration below).



- ✦ In the **Title** box, input **City**.
- ✦ Add **Adrian** as an item in the list.

- ✦ Modify the first item in the list to read, **Click to select Adrian 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 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 **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.**