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.**