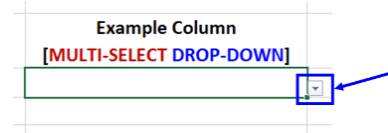# Appendix G: Instructions on How to Make and Remove a Selection(s) in Cells under Columns Marked as "MULTI-SELECT DROP-DOWN"
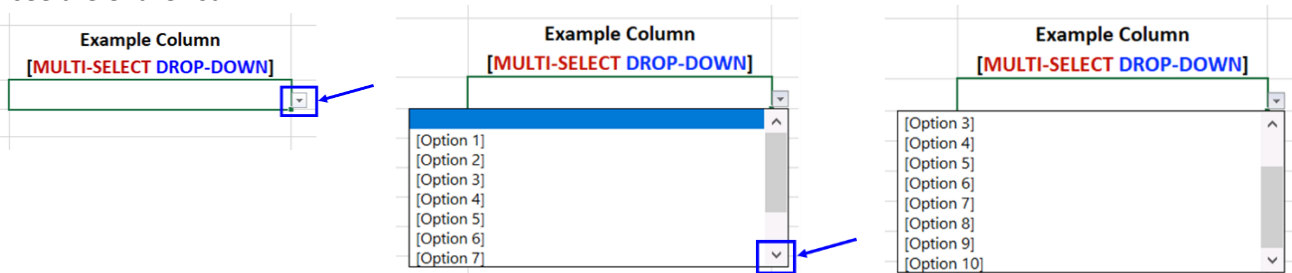
In cells under columns marked as "**MULTI-SELECT DROP-DOWN**", more than one of the options from the drop-down list may be selected.

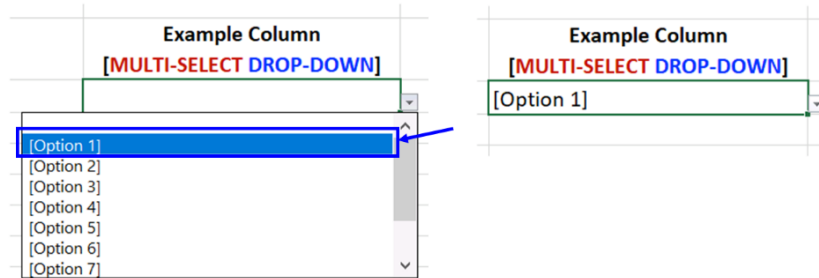<u>To select multiple entries from the drop-down options:</u>

1. Click on the cell that you want to make the selection. Once the cell is clicked, the drop-down button will appear on the lower right-hand corner outside of the selected cell.
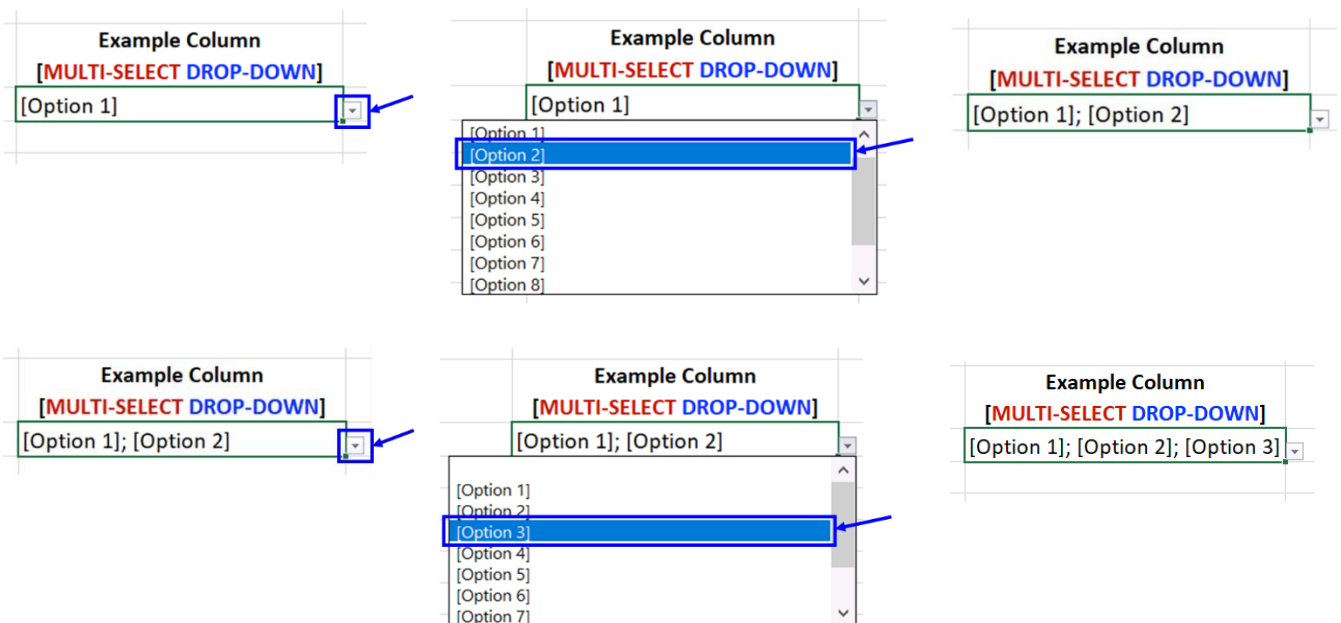


2. Click on the drop-down button to see the list of available drop-down options. NOTE: You may need to scroll to see the entire list.



3. Select an option from the available drop-down list that you want to add to the cell. The selected option will appear inside the cell.



4. Repeat steps 2 and 3 to select all entries that apply.

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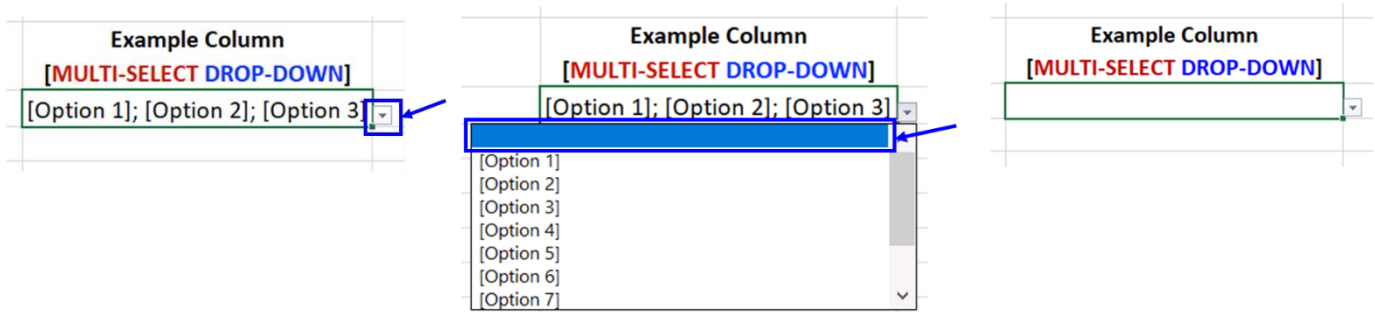
<u>To remove/deselect one or more entries from cells with multiple entries selected</u>

There are several methods to remove one or more entries from cells with multi-select data. Methods below can be used depending on the desired outcome.
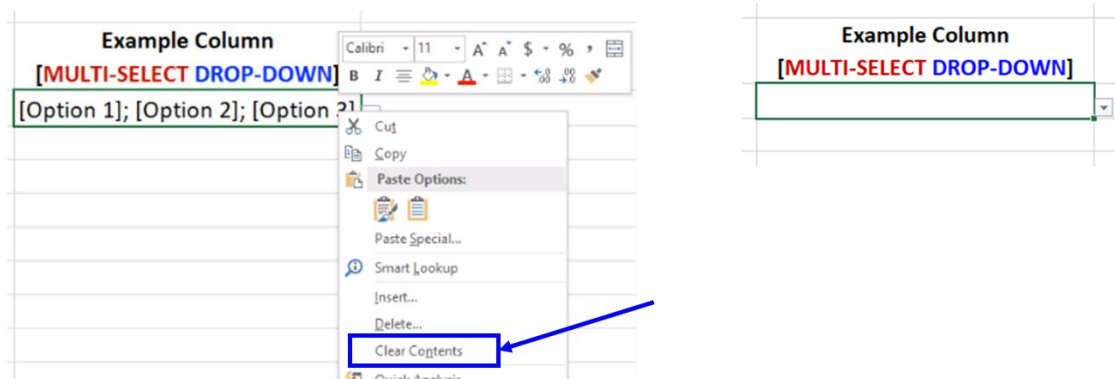
<u>Method 1</u>: Removing all selected entries from the cell (NOTE: This method is also useful to start over the selection process)

1.  Click on the cell with multiple entries that you want to remove all data.

2.  Click on the drop-down button and select the "blank" option (located first at the top of the drop-down list).



Alternatively, you can remove all data from the cell by either of the two methods below:
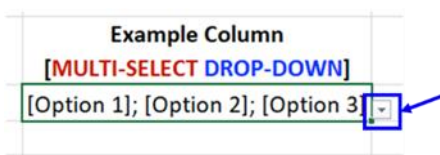
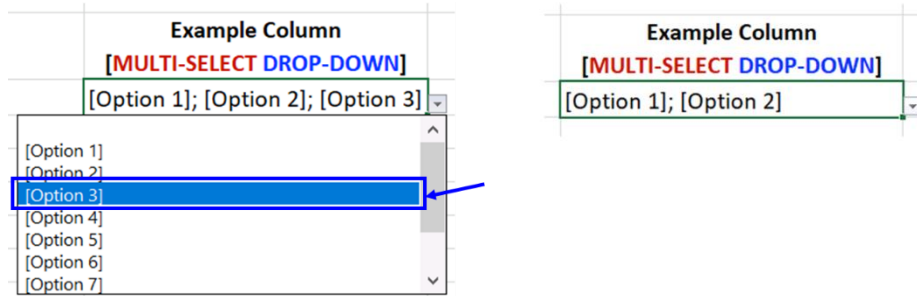a)  Using mouse: Right-click on the cell, then select "Clear Contents".



b)  Using keyboard: Once the cell is selected, press "Del" or "Delete" button on the keyboard.

<u>Method 2</u>: Deselecting one or more unwanted entries from the cell (NOTE: This method will <u>not</u> remove all data from the cell. If you want to remove <u>all</u> selected entries from the cell, please use Method 1)

1.  Click on the cell with multiple entries that you want to deselect one or more entries.

2.  Click on the drop-down button to see the list of available drop-down options. NOTE: You may need to scroll to see the entire list.

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3. Select the option from the drop-down list that matches the entry/option that you want to remove from the cell. The selected option will disappear from the cell.

**Example Column**
**[MULTI-SELECT DROP-DOWN]**
[Option 1]; [Option 2]; [Option 3]
- [Option 1]
- [Option 2]
- [Option 3]
- [Option 4]
- [Option 5]
- [Option 6]
- [Option 7]

**Example Column**
**[MULTI-SELECT DROP-DOWN]**
[Option 1]; [Option 2]

4. Repeat steps 2 and 3 to deselect additional entries that you want to remove.

**Example Column**
**[MULTI-SELECT DROP-DOWN]**
[Option 1]; [Option 2]

**Example Column**
**[MULTI-SELECT DROP-DOWN]**
[Option 1]; [Option 2]
- [Option 1]
- [Option 2]
- [Option 3]
- [Option 4]
- [Option 5]
- [Option 6]
- [Option 7]

**Example Column**
**[MULTI-SELECT DROP-DOWN]**
[Option 1]