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## Adding checkbox to excel spreadsheet

Tgood37 asked the answer line forum how to add check boxes to Excel spreadsheets and how to make sure that checking a box has an effect. If you're configuring a worksheet just for yourself, just leave a cell blank for that purpose. To control it, just type an x or any other character. Then use a formula with the =isblank() function to have the contents of that cell affect the rest of the spreadsheet. But you might want something more mouse-friendly, especially if you're designing a spreadsheet for other people. I tested the technique below in Excel 2007, 2010 and 2013. I'm not sure about previous versions. [Email your questions or post answer@pcworld.com pcw answer line forum.] You can place check boxes on the Excel Developer tab. Unfortunately, that tab is hidden by default. To make it visible in Excel 2010 or 2013, click the File tab and select Options. Click Customize Ribbon. You'll see two lists. Make sure the one on the right is called Main Tabs. Check developer. If you're using Excel 2007, click the Office sphere in the upper-left corner. Then click the Excel Options button in the lower-right corner of the resulting pop-up box. Select Popular in the left pane, and then select Show Developer tab on the ribbon. Once you see the Developer tab, these instructions work for all three versions: to insert a check box, click the Developer tab, and then click the Insert icon in the Controls section. On the resulting pop-up menu, in the Form Controls section, select the check box icon. The mouse pointer will turn into a plus sign. Click where you want the check box to appear. You can drag it and drop it elsewhere later. You must now set the check box. Right-click it and click Format Control. Here you'll find various options, but these two are especially important: click the Control tab, go to the Cell link field, and enter a cell address (or click the icon on the right and select one). The contents of that cell will change when the check box is selected or cleared, displaying True or False, allowing you to create formulas that react to the state of the check box. When the Auditing tab is complete, click the Security tab, Clear Block Text, and then click OK to close the dialog box. This will allow you to edit the text of the check box by clicking on it. after you change this option you can return to the control and double-check the block text. Read the forum's original discussion. Note: When you buy something after clicking on links in our articles, we may earn a small commission. Read our affiliate link policy for more details. Release 2018/06/02 Update 2020/07/15 When conducting a survey via questionnaires, it forces you to a lot of work especially you use the checkboxes on paper and it will be difficult to summarize it. However, if you check in Excel and send it as data, you can easily summarize it. Here we introduce from a basic way to create check boxes to an advanced way to summarize them. What is a A check box is a square that uses to-do lists and a questionnaire. You can answer simple questions by putting a ✓ in a box. You can create this check box in Excel, automatically count the number of check marks, and link one check box to another. How to create a check box First, you need to view [Developer] tab. It is hidden by default. [Excel Options] the dialog box appears. Click [Customize Ribbon] left and select the [Developer] check box, and then click [OK] . [Developer] tab appears now and click on it. Click [Insert] and click [Checkbox] under [Form Control] . The + cursor appears and moves to where you want to insert a check box. Click and drag, and then the square appears. Leave your finger from the button, the check box and Checkbox 1 appear. How to edit a checklist We have introduced a basic way to create a check box. You can learn how to copy, change size, summarize, and delete as advanced use. When you insert a check box, check box 1 is automatically entered in the text area. To delete this text, right-click the check box, select [Edit Text] from the shortcut menu. Select Check box 1 and press Delete to delete check box 1. Then click anywhere on the screen to complete the change. To edit the text, select Checkbox 1 and enter the text that you want. In this case, instead, we entered Pay the bills. Click anywhere on the screen to complete the change. How to resize a check box to fit a cell Right-click a check box that you want to select. Then click [Format] tab and select [Snap to Grid] below [Align] . Then resize by dragging and the check box fits the cell. How to copy a check box Let's introduce how to copy a check box after you create it. When you create an international travel packing list, create a check box in B2. If you want to copy it to B3-B9, select B2. Move the cursor to the lower-right corner and move to +. Drag it below. The check box copied to B3 – B9 How to delete a check box Let's introduce a way to delete check boxes. Select the check box that you want to delete. You can select multiple cells by pressing CTRL. When you are finished selecting, press Delete. The selected check boxes have been deleted. How to count controlled cells We explain how to count controlled cells. First, link the check box to the cell. Right-click the check box and select [Format Control] . Select [Ctrl] tab stop in [Format Control] dialog box. Then click [Checked] in [Value] and click the right icon of [Cell Link] entry field. Select C2 and reflect in the dialog box as \$C\$2. Click the red framed icon in the picture above in the [Format Control] dialog box. VERO appeared in C2. This means that cell B2 is selected. When you clear, you switch to FALSE. Also connect other cells to each cell. Copy the check box and change each cell link setting. Now we can check whether the cells are controlled or not. We will explain how to count the controlled cells. When you have a shopping list above, you can count the number of checkboxes selected and the total price with the use of a function. Function. To count the number of ingredients, select C12 and enter =COUNT.\$D\$3:\$D\$10,TRUE). The function COUNTA.SE is used to count the number of cells that meet a criterion in a selected range. Displays the number of selected cells 5. When all cells are checked, it turns into 8. That's the same number of controlled cells. Then calculate the total price of the ingredients. Select C13 and enter =SUM.\$D\$3:\$D\$10.TRUE.\$B\$3:\$B\$10). SOMMA.SE is used to sum cells that meet the criteria in a selected range. The total price of the controlled ingredients is displayed. When some of them are not checked, the number in C12, C13 will change accordingly. How to select all check boxes by selecting a Automatically introduce how to select check boxes when you select a specified check box. It is useful when you want to select many check boxes at a time. Create a check box that you can select all the check boxes. Before that, you need to link each checkbox to the next one, which you learned above. Right-click the check box in B11 and click [Assign Macros] on the shortcut menu. Enter the macro name in the [Assign Macros] dialog box. In this case we have included Check\_All. Click [New] . VBE(Visual Basic Editor) opened in another window. Enter the following code between Sub Check\_ALL() and End Sub Sub Check\_ALL() If Cells(11, 3) = True Then Cells(2, 3) = True Cells(3, 3) = True Cells(4, 3) = True Cells(5, 3) = True Cells(6, 3) = True Cells(7, 3) = True Cells(8, 3) = True Cells(9, 3) = True Else If Cells(11, 3) = False Then Cells(2) = False Cells(2) , 3) = False Cells(3) , 3) = False Cells(4, 3) = False Cells(5, 3) = False Cells(6, 3) = False Cells(7, 3) = False Cells(8, 3) = False Cells(9, 3) = False End If End Sub Cells(11,3) is cell C11. In VBA, a cell is defined as Cells(Row number, Column number). When C11 is true, other cells linked with check boxes are true, and when C11 is false, other linked cells are false. If A Then X Else If B Then Y End If means if is A, operate X, if it is B, operate Y. Press Ctrl+S to save the book. The Save As dialog box appears, and then select [Excel Macro-Enabled Workbook] from the [File Format] drop-down list, and then click Save. Return to the packing list file. Select the select all check box, and then select all check boxes B2 through B9. Click the check box to clear, and then all check boxes are cleared. You can control it however you want. Operating system : Windows 10, Software : Excel 2016 Open the sample workbook and verify that you are reviewing the first sheet work. Leave. As you can see, we put together a pretty nice spreadsheet. You could use something like this for a presentation or tool to distribute to your colleagues. In the current state of the spreadsheet, we are using the following formula to calculate the total for a single order: =SUM(IF(ISTEXT(C2),B2),IF(ISTEXT(C3),B3),IF(ISTEXT(C4),B4),IF(ISTEXT(C5),B5),IF(ISTEXT(C6),B6),IF(ISTEXT(C7),B7)) This formula checks whether a cell in column C contains text and, if not, adds the corresponding value column B on order. So if someone types x into column C, we get value added to the total. Unfortunately, this formula also adds a value to the total if someone types anyone or N/A, which could throw away the accuracy of our formula. We use the check boxes to make it clearer. First, we'll delete the values from column C. Then click the Developer tab on the ribbon, and then click Insert. From the resulting drop-down menu, under Form Controls, select the check box: you must click and drag to create a box that displays the check box. Drag around the cell where you want the check box to approach the point you want. (In our case, this is cell C2.) You'll see that the check box comes with text (this is labeled Checkbox 1). You can delete it, so you have a simple check box left: now, if you click that check box, a check will appear. Pretty cool, right? But not particularly useful, because it does nothing. We need to connect that checkbox to another cell. Right-click the check box, and then click Format Control... In the resulting window, you'll see that the Cell link box is empty. Let's sort this out. Click in the box, and then click a cell in the spreadsheet. We'll use E2 so you can see what's going on: if you're looking to create a professional-looking form, you might want to link the check box to a cell on another worksheet. You can also hide the column that contains the values TRUE/FALSE. Now, when you select the box in C2, A TRUE value appears in E2. Note that after you right-click a check box to change the options, you must click outside that cell before you can select or clear the box again. If we repeat this process five times, you will have six check boxes next to each part, along with six TRUE/FALSE cells. Added some check boxes to the spreadsheet . . . but what can we do with them? Let's take a look. First, we rewrite our original totaling formula to work with check boxes. Here's how we'll do it: =SUM(IF(E2,B2),IF(E3,B3),IF(E4,B4),IF(E5,B5),IF(E6,B6),IF(E7,B7)) Isn't that nicer than the formula we were using before? Try entering this formula in cell D9 and checking some boxes to see what happens. Just like with any other type of real or false cells, you can count the number of responses. We count the number of items we ordered. First click cell B10 and type Number of items sorted: Then, under E10, type the following formula: =COUNTIF(E2:E7, TRUE) A count of the number of items sorted is displayed: the formula counts the number of TRUE entries in column F, which is the number of check boxes selected. You've seen how checkboxes can check other cells, now let's take a look at improving the presentation a bit. We will apply conditional formatting so that it is easy to see exactly which items in the list have been sorted. First, select cell A2, go to the Home tab on the ribbon, and then click Conditional Formatting: Point to Cell Highlighting Rules and select More Rules... Rules... the available options you will find Use a formula to determine which cells to format. Select that: In the Format values where the formula is true box, click the up arrow and select cell E2: for this particular example, be sure to remove the dollar signs from the Format values box where the formula is true: . Alternatively, you can save some time by simply typing =E2 in the box. Now we will choose a format. Click the Format button... And change the highlight to a light green color, the color of the text to dark green, and the style of the bold text, and then click OK. Now, use the fill point to drag cell A2 down to A7: On the pop-up menu, select Fill Formatting Only. Now, any cell in column A that corresponds to a box selected in column C will receive green highlighting: adding a check box is a simple thing, but it can improve your spreadsheet presentation. And if you're creative, you can find some great uses for connected cells! Cells!